



ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY GREATER NOIDA

**Students' Hand Book
2024**

Students' Handbook 2024

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

**This handbook contains salient information, rules, and regulations for students of the
Army Institute of Management & Technology (AIMT), Greater Noida.**

Table of Contents

S.No	CONTENTS	PAGE No
1	About-AIMT	3
2	Vision	3
3	Mission	3
4	Objectives	4
5	General Rules	4
6	Dress Code-Boys and Girls	5
7	Classroom Guidelines	6
8	Attendance Policy	7
9	Teaching Pedagogy	8
10	Summer training	9
11	Institute Newsletter Journal	10
12	Corporate Relations Cell	11
13	Sports Activities	11
14	Academic & Corporate Advisory council	11
15	Discipline Committee	12
16	Acts of Indiscipline and Penalties	12
17	Anti-Ragging, Women Grievance & Sexual Harassment Committee	14
18	Committees	15
19	Mentoring	19
20	Anti-Drug/Abuse Policy	21
21	Hostel Rules	22
22	Students' Grievance Redressal Cell	26
23	Anti Ragging Policy	27
24	Prizes and Awards	30
25	Placement Policies	31
26	Contact Information	34
27	Annexure	35

PART – I ACADEMICS

Introduction

About

1. AIMT Greater Noida was established in 2004 under the aegis of the Army Welfare Education Society (AWES). The Institute has been approved by AICTE and is affiliated to GGSIP University, New Delhi, Dwarka. The 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 ambiance 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.

- It is **NAAC certified**.
- It is **ISO 9001:2015 Certified** Institution.
- **ISO 14001:2015 Certified** Institution.
- **‘A’ Category Institution** Ranked Jointly by Joint Assessment Committee (JAC) of Guru Gobind Singh Indraprastha University & Directorate of Higher Education, Govt. of NCT of Delhi.

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 mold fostering holistic development of youth.

3. Academic excellence would entail contextual updated knowledge. This would translate into a lifelong learning approach. Skill is about making application, practice is the key word here. Skills come from tacit knowledge. The need is to institutionalize and generate ownership of knowledge.

Mission

4. 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.

5. Our Quality Policy is to pursue global standards of excellence in management education through teaching, research and consultancy with thrust on creativity, innovation, and continuous change. We provide a motivating environment for knowledge creation and dissemination through an effective quality management system.

Objectives

6. 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 Defense 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

7. This is a residential campus, where all students need to stay in the campus during their study course of two/three years. As a student of AIMT, we expect you to honor 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 the 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 their Aadhar Card and PAN card.
9. Students are permitted to meet the Director at the specific hour designated for the same. They have to seek prior approval from **PA to the Director**.
10. Vehicles (two / four-wheelers) are not permitted inside the campus.
11. Students and their parents are advised to go through and understand these rules carefully. The students need to submit an undertaking duly signed and countersigned by the parents 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.
12. The academic calendars for each semester will be issued separately.
13. Notwithstanding any act of misconduct by students not listed in these codes of conduct or rules, if so considered by the 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 of AIMT.

14. Payment of fees: Students must ensure that all hostels and academic fees are paid as per the schedule mentioned below: -

S. No.	Year	Last Date of Fee submission for MBA	Late fee (When paid after due date and within period as specified below)
(a)	1st Year	As per date of admission or 31 July	Rs 500 from 01 Sep to 30 Sep Rs 1500 from 01 Oct to 31 Oct Rs 3000 from 01 Nov to 30 Nov Rs 4500 from 01 Dec to 31 Dec
(b)	2rd (For MBA/BBA both)	31 Aug	Rs 500 p.m. if less than 25% dues balance Rs 1000 p.m. if less than 50 % dues balance Rs 1500 p.m. if less than 75 % dues balance Rs 3000 p.m. if no fees paid till 31 Aug
(c)	3rd (For BBA only)	31 Aug	Rs 500 p.m. if more than 25% dues balance Rs 1000 p.m. if more than 50 % dues balance Rs 1500 p.m. if more than 75 % dues balance Rs 3000 p.m. if no fees paid till 31 Aug

No representation after 31 Dec will be entertained and the student will be struck off the rolls of the institute in terms of Para 288 of AWES Rules and Reg 2009

Dress code

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

- Students need to wear the AIMT uniform on all days except working Saturdays.
- Students must ensure that they wear the AIMT uniform for industrial visits, other Institutions visit and campus placement interviews and on all institute events.
- The uniform needs to be procured from a prescribed source or under own arrangement while joining the Institute at the earliest but not later than one month of joining the AIMT.
- While in academic block during non-class hours, students must wear formals.
- Students should not enter the academic block in casual wear, whatsoever be the reason. The guidelines for the dress code are as under: -

Boys

- Trousers with collared shirts (T-shirts of any type 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, bathroom 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.
- Shoes should be worn with Socks

Girls

- a) Formal wear dress like Trouser with formal shirts, etc
- b) Suitable footwear
- c) Hair (beyond shoulder length) to be tied
- 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.

16. 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 has entered, will be asked to leave the class/task being attended. Repeated violations of the same will attract disciplinary action. AIMT also provides T-SHIRTS, TIE, and CAPS to their students for various formal and informal events and every student will have to wear them as and when informed. So, in this regard, they have **to pay an amount of Rs. 750/- at the time of admission.**

Classroom Guidelines

17. 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. 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.

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

19. Respectful behavior is expected from all students including respect for the safety and personal property of others.

20. Use of mobile phones during the classroom is strictly prohibited. If found using them the mobile phone will be confiscated.

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

22. Students are not expected to eat/chew or drink beverages during classroom / other academic activities. Drinking water is, however, permitted. No student shall leave the classroom without the permission of the faculty to take the class.

23. Students are not expected to remain in classrooms except during the periods of instruction. They may utilize the facility of the student's cafe or the library when there is no class.

24. Students will depart from the 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.

25. Students will not visit the 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.

Attendance Policy

26. Being a residential campus it is not acceptable to stay in a hostel without attending classes. (Medical cases if any need to be reported to the hostel warden and the student needs to avail the sick room facility. If sick the student will proceed for medical consultation and by no means will stay in their rooms.

(a) Students are advised to maintain 100% attendance and must maintain a 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 in the university directions if any.

(b) The clause of 75% attendance does not entitle students to avail leave for the remaining 25% of classes. As all types of absence like medical leave, leave for social functions, meetings of relatives, etc. are part of the 25% relaxation offered by the university.

(c) 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.

(d) 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. An undertaking to this effect will be submitted by the student to their mentor/programme coordinator at the time of admission.

(e) All absences should be pre-approved, 48 hours prior to the date of availing leave (exceptions are medical emergencies)

(f) Student leave needs to be sanctioned by the registrar only after recommendation by their respective mentors

(g) In a semester only 8 holidays (working day) are allowed.

(h) **On-duty (OD) leave will be permitted to students (only 20 OD's i.e. 20 Hrs. per semester)** 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. **Availing OD is the wholesome responsibility of a student, failing to which no attendance will be given in lieu of OD.**

(i) Subject-wise and cumulative attendance will be displayed on the notice board on the third working day of every Month.

(j) 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 rolls.

(k) All students must also ensure 100% attendance in co-curricular activities like seminars, conclaves, guest lectures, and employee enhancement programs, failing which their placement assistance stands canceled. Attendance for central events will

also be properly recorded through respective CRs and any student found missing will be marked absent for the day by the concerned faculty.

(l) 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 that 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.

(m) Students have to sign an undertaking that he/she will comply to the attendance standards.

(n) The monthly attendance summary will be forwarded to the parents on their email provided at the college and will also be the responsibility of the student to keep their parents informed. Any claim of ignorance by the parents at a later stage is not acceptable.

Teaching Pedagogy

27. The primary focus of pedagogy is on a clear understanding of the technological/behavioral concepts and applications in relevant industries or anticipated corporate environment in accordance with University Curriculum. 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 the tendency 'to do' needs to lead to the desire 'to know' or 'to learn'. In consonance with this approach, the pedagogy is based on an appropriate mix of lectures, tutorials, fieldwork, projects, and avenues for personality development. All faculty members and students must make concerted efforts to exploit online resources that 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 lectures on desired subjects. There are many online sites that are authentic and contain relevant information and analysis.

28. 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, and short research papers based on secondary data analysis will be conducted. Academic activities that propagate the study of journals will be encouraged.

29. The teaching methodologies for each subject are 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 be not 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' participation will be higher.

- c) **Practicals:**The Institute has very well-equipped labs and workplaces. Practical work in these labs and workplaces 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 fields each semester. The aim of these visits is to acquaint the students with the way industry utilizes relevant technology. The frequency of industrial visits will not be less than one in a fortnight during the first two semesters. The students will be writing a report on various aspects of the visits as post-visit assignments.

Summer Training

30. Summer Training is an essential activity for providing structured industry exposure. Though the activity commences towards the end of the Second Semester, preparatory work must start from the middle or the end of the First Semester itself. The entire process of summer training goes through the following steps:

- (a) **Initiation:** Initial briefing and initiation must start during the middle or end of the first semester itself.
- (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 placements 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 four 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 before the first internal examination in the Third Semester. Thereafter the project will be presented to the project evaluation committee for evaluation. To ensure objective assessment, the project evaluation committee will be headed by external experts.
- (f) **Inclusion of the Summer Training project in the student's resumes:** *The Training & Placement officers will extract relevant aspects from the summer training project to be included in the students' resumes.* This will be reflected in the placement brochure to be published at the end of the 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, and 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.
- (i) **Final Placement:**The Institute permits the students to join any Company after completion of the Academic session of the fourth semester. However, under exceptional

cases, a student may be allowed to join a Company on completion of the syllabus and the Final project. No student will be allowed to join any Company before 15 March.

- (j) **Evaluation**: The process of evaluations for the MBA Students is continuous and covers multifarious 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. Academics progress will be evaluated based on the following parameters:-

- (i) Assignments.
- (ii) Internal Examinations.
- (iii) University Examinations.
- (iv) Summer Training.
- (v) Final Project.

Conduct during Examination

31. 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 examinations till appropriate authority clears them for the same. No retest will be conducted for students who are absent during internal exams. Use of any 'Unfair Means' including possession of phone will be dealt with strict disciplinary action including rustication/expulsion from the institute.

32. **Institute Newsletter, Magazine and Journal**

(a) The 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 that contains 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 creativity, share knowledge, experiences, and ideas.

(b) Institute magazine/newsletter covers events of campus life, achievements, and result of students, faculty & staff. It has the summarization of the year in the form of pictures & text. It is the best way to enhance creativity 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.

Corporate Relations Cell

33. Please remember that the Institute prepares the student for fulfilling societal and corporate needs. The focus is on facilitation. The onus to prove themselves and secure a good job rests with the students. **Hence do not expect spoon-feeding.** If you are capable and keen to contribute, there will be many employers eager to hire you and pay you well. If you are not capable and keen, everyone will dump you. The learning outcome depends more (80%) on the learner. We will do our best, but you need to come up to the standard. Also, remember that there is no dearth of jobs. There is an acute shortage of employable management graduates. The primary objectives of training and placement activities are to:-

- (a) Identify the aptitude and proficiency of individual students.
- (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 projects, placement related projects etc.
- (c) The training and placement cell also ensures the preparation of placement brochures and assists in the preparation of resumes by the students.
- (d) AIMT organizes campus placements and invites direct interviews from industry in the company premises.

Sports Activities

34. Students are encouraged to take part in sports activities, to make them physically strong and inculcate 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 the most modern facilities. The Institute team traditionally excels in basketball, football, cricket, volleyball, and athletics. We expect you to keep up the lofty traditions. Sports meets at AIMT is held every year. In sports meet we have the following games:

- (a) Cricket
- (b) Football
- (c) Volleyball
- (d) Basketball
- (e) Badminton
- (e) Table Tennis
- (f) Athletics

Students' involvement in Management Committees

35. The Institutes encourage and promote the involvement of students in managing the functions of the Institute. Academic and academic support responsibilities are given in the succeeding paragraphs.

36. **Academic & Corporate Advisory Council**

(a) **Composition**

- (i) Panel of Eminent Academicians (including GGSIP University) & Corporate functionaries (Managers)
- (ii) Director
- (iii) Faculty Members, Corporate Relation Office & 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 its 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 training 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, and short-duration courses in the campus.
- (vi) To prepare a detailed semester program one month before the commencement of the semester.

37. **Discipline & Student Welfare Committee**

(a) ***Chairperson:*** Registrar

(b) ***Members:*** Academic Head, Program co-coordinators of both senior and junior batch, both boys and girls hostel warden, one student representative

Aim:

- (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 resolving 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 ensure 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.

Acts of Indiscipline and Misconduct

38. 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 the Army Institute of Management & Technology:-

- a) 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.
- b) Remaining absent from the class, test, guest lecture, central activity (club activity, quiz, etc.), test or examination or any other curricular or co-curricular activity in which he is expected to participate in.
- c) Carrying of use of or threat to use, any weapon.

- d) Indulging in or encouraging violence or any conduct which involves moral turpitude.
- e) 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.
- f) Any violation of the provisions of the Civil Rights Protection Act, 1976.
- g) Misbehavior or cruelty towards any other student, teacher or any other employee of the University, college or institution.
- h) Any form of gambling.
- i) Violation of the status, dignity and honor of a student belonging to a scheduled caste or a scheduled tribe.
- j) 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.
- k) Practicing casteism and untouchability in any form or inciting any other person to do so.
- l) Any act, whether verbal or otherwise, derogatory to women.
- m) Drinking, smoking, intoxicants or use of drugs, except those prescribed by a qualified doctor.
- n) Any attempt at bribing or corruption of any manner or description.
- o) Willful destruction of the property of the University or an affiliated college or institution.
- p) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- q) Causing disruption of any manner or description of the academic functioning of the University system.
- r) 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.
- s) Truancy and unpunctuality.
- t) Ragging as defined in this ordinance.
- u) The Director of the Institute may amend or add to the list of malpractices.
- v) Loss of Student I-Card issued by the institute, I-Card is an accountable document and loss will be reported immediately to the Registrar along with an application and copy of the FIR. The replacement of I-Card will be issued by the Registrar and the cost against printing will be borne by the student as a penalty.
- w) **Academic Indiscipline** following shall be considered as act of academic indiscipline:
 - i. Absence from classes without informing mentor and prog coordinator.
 - ii. Absence from common sessions/activities
 - iii. Non-adherence to submission timelines of assignments/projects.
 - iv. Coming late to class

39. **Penalties for Breach of discipline**

- (a) 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.
- (b) The Directors of the institute may in the exercise of his powers aforesaid, order or direct that any student: -
 - 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.

- Be, for a stated period, rusticated in which case he/she shall not be admitted till the expiry of the period of rustication.
- Be not, for a stated period, admitted to a course or courses of study of the University.
- Be imposed with Academic Penalty in consonance with the nature of indisciplinary act by student as under:
 - i. Submission of Assignments / conduct to class & presentation
 - ii. Cancellation of out pass
 - iii. Restriction of leave
 - iv. Expulsion from class
 - v. Deduction of internal marks
 - vi. Rustication for a specified time period
 - vii. Expulsion from Institute
- Be imposed with the fine of a specified amount of money: -
 - (aa) On the first minor indiscipline activity Rs.500/-
 - (ab) On the second minor indiscipline activity Rs. 1000/-
 - (ac) On the third minor indiscipline activity Rs. 2000/-
 - (ad) In case of acts as stated in para 38 (h) to (n), the financial penalty will be as under:-
 - (aaa) On the first indiscipline activity Rs.1000/-
 - (aab) On the second indiscipline activity Rs. 2000/-
 - (aac) On the third indiscipline activity Rs. 5000/-
 - (aad) On the fourth indiscipline activity, the student will be debarred from taking a university examination or examinations for one or more years.

40. On the recommendation of the 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 canceled.

41. Declaration to be signed by a student

42. 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, as the case may be, of the college or institution, as the case may be.

43. Total prohibition of ragging and penalties, therefore.

44. 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.

45. **Anti-Ragging, Grievances & Sexual Harassment Committee**

(a) **Composition**

- (i) Chairperson: A Faculty member
- (ii) Members: One Male and One Female Faculty Members, Hostel Wardens, and two female students of the senior batch MBA course.

(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.

46. **Admission Committee:**

(a) **Composition**

- (i) Chairperson: A Faculty member
- (ii) Members: Two faculty members, two staff members

(b) **Duties**

- (i) To deliberate as a consultative body on admission policy & practices.
- (ii) To monitor and guide candidates for admissions.
- (iii) To address students' admission queries.
- (iv) To provide an objective review of applicants' qualifications and interests without prejudice.
- (v) Participate in communication efforts with prospective students.
- (vii) To participate in periodic meetings with the Director & Registrar on Admissions.

47. **Library Committee**

(a) **Composition**

- (i) Chairperson: Faculty member
- (ii) Members: Library in-charge, library assistant, chairperson for each subject, two students from each batch

(b) **Duties**

- (i) To ensure procurement of books and journals as per the academic and AICTE requirements.
- (ii) To prepare newspapers and journal clippings which can assist students and faculties in research work, and preparation of lecture scripts or articles for publication.
- (iii) To ensure the availability journal database for research work.
- (vi) To facilitate a proper reading environment.
- (x) To maintain audio and visual library.

48. **Sports Committee**

(a) **Composition**

- (i) Chairperson: Faculty member
- (ii) Members: A faculty member, staff and students

(b) **Duties**

- (i) To ensure that the grounds are properly maintained.
- (ii) To organize sports and games competitions amongst various courses.
- (ii) To encourage and organize daily evening games.
- (iii) To encourage students, to participate in an inter-college sports competition.

49. **Cultural Committee**

(a) **Composition**

- (i) Chairperson: Faculty member
- (ii) Members: Registrar, faculty members, support staff and students

(b) **Duties**

- (i) To provide a platform for the students to showcase talent inside and outside college.
- (ii) To keep the spirits alive on the campus by organizing a 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, freshers' party.
- (v) To encourage students to participate in inter-college sports competitions.

50. **Research & Publication Committee**

(a) **Composition**

- (i) Chairperson: Faculty member
- (ii) Members: Faculty members and students

(b) **Duties**

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

51. **Placement Committee:**

(a) **Composition**

- (i) Chairperson: CTPO
- (ii) Members: Faculty, Representative of Local Industry and two/three Student Representatives from both batches of the MBA course

(b) **Duties**

- (i) Maintain and develop a favorable relationship with the industry at local/national and international levels with the view to facilitate better placements.
- (ii) Coordinate recruitment visits to the college by various institutes/industries.
- (iii) Coordinate summer placements of the students.
- (iv) Ensure that maximum successful candidates of the respective professional institute are appropriately placed.
- To monitor that industries/institutions where students are placed are paying the promised salaries to the candidates.
- Keep in touch with highly placed ex-students to explore the possibility of placements in their organizations
- Keep records of all placements

52. **Mess Committee**

(a) **Composition:**

- (i) Chairperson: Registrar
- ii Members
 - (i) Hostel Warden (Boys and Girls)
 - (ii) Student Representatives from both batches of MBA course

(b) **Duties**

- (i) To plan and finalize the menu and to suggest a change therein within existing financial norms.
- (ii) To supervise the quality of foodstuff procured and the preparation of food to cook in a mess.
- (iii) To suggest ways and means for making local purchases of fresh provisions, reduction in wastage of food, maintenance of proper discipline in the mess, and maintenance of cleanliness in the dining hall and surrounding.
- (iv) To suggest and implement an effective serving system in the dining hall.

53. **Alumni Cell**

(a) **Composition**

- (i) Chairperson: Faculty member
- (ii) Members: Faculty members and Student Representatives from both batches of the MBA course

(b) **Duties**

- (i) To nurture relationships with alumni and engage them in the life of the Institute
- (ii) To coordinate and promote programs that instill goodwill and pride, and provide 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.

54. **Entrepreneurship Cell:**

(a) **Composition:**

- (i) Designated Faculty
- (ii) Student Representatives from both batches of the MBA course

(b) **Duties**

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

55. **Horticulture & CSR Activities Cell**

(a) **Composition**

- (i) Chairperson: Registrar
- (ii) Members: Estate Supervisor and staff

(b) **Duties**

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

56. **AICTE, Accreditation & UGC / GGSIPU Committee:**

(a) **Composition:**

- (i) Chairperson: Faculty member
- (ii) Members: Faculty & Student Representatives from both batches of the MBA course

(b) **Duties**

- (i) To oversee, coordinate and integrate the information satisfying AICTE / UGC / GGSIPU guidelines.
- (ii) To ensure the submission of the relevant information/ documents of the Institute to AICTE / UGC / GGSIP University.
- (iii) To identify and recommend program enhancement proposals that will increase effectiveness and overall improvement in the Institute's performance and image.
- (iv) To ensure successful coordination of various visits of AICTE / UGC / GGSIPU (& related affairs) for projecting a high image of the institute.

57. **Exam Cell**

(a) **Composition:**

- (i) Chairperson: Faculty member
- (ii) Members: Faculty

(b) **Duties**

- (i) Responsible for proper conduct of examination
- (ii) Provides scheme of internal examination
- (iii) Ensures correct procedure for conducting and evaluating assignments or projects
- (iv) Suggests procedure for post-examination activities

58. **International collaboration and tie-ups**

(a) **Composition**

- (i) Chairperson: Faculty member
- (ii) Members: Faculty

(b) **Duties: Mentoring**

(i) **Updating Contact Information with Faculty Mentors:** All students shall ensure that their contact information in terms of email id, cell number and contact details of their parents and local guardians, if any, are available with their faculty mentors as well as on their ERPs available on the website. Any changes thereto will be updated immediately by the students.

(ii) **Library and Library Books:** The library of the AIMT is the storehouse of knowledge with the books therein being its valuable assets. It is therefore essential that all student members have reasonable access to them. Therefore, students are expected to follow the rules relating to the use and lending of books. Removal of a book from the AIMT library without authorization or the mutilation, defacement, or abuse of any library book or library resource will result in disciplinary action.

(iii) Students are expected to maintain complete silence in the library. When required to talk to the staff, they will do so in muted volume. Use of cell phones, as stated earlier, is not permitted in the library. When entering the library, students will ensure that their phones are switched off or put in silent mode. To receive calls, students have to walk out of the library.

(iv) Students will be given a book bank

(v) **Use of Computers and Networks**

(aa) 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.

(ab) 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.

(ac) 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.

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

(ae) 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.

- (v) ***Intellectual Property –Electronic and Handwritten:*** All course-related assignments are a part of one's academic work and all handwritten material should be regarded as literary creations. Attempts to duplicate, use, distribute software or other data, including the handwritten 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.

59. **Academic Advisory Committee**

a) **Composition**

- Chairperson: Director
- Members: Two Heads of Departments, two educationists of repute, and one representative of the University

b) **Duties**

- Review the curriculum and suggest changes, if required
- Review the methods of teaching and suggest changes
- Utilization of the latest technological aids for improvement in the teaching /learning process
- Review workload of teachers and suggest changes
- Environment/layout of classrooms
- Suggest additional equipment/articles for various laboratories
- Recommend subjects and the names of guest lectures
- Recommend procurement of fresh important books for the library
- Suggest introduction of new subjects/capsules and courses of short duration
- Help in planning of faculty enrichment programmes
- Any other subject related to academics of the college

Anti-Drug/Abuse Policy

60. AIMT has the responsibility to maintain an educational environment conducive to academic and vocational achievement. The Campus recognizes that the Use and abuse of alcohol and other drugs may interfere with student’s educational goals and also may interfere with the education environment in the Institute campus.

61. Therefore, AIMT has a stringent policy governing the use of alcohol and other drugs. The purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on the University campus, training sites and at all University-sponsored students' events, conferences, and activities. The said policy is applicable to the already studying as well as newly inducted students.

As per The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003, smoking of tobacco in public places, except in special smoking zones in hotels, restaurants, airports is prohibited. Places where smoking is restricted include auditoriums, movie theatres, hospitals, public transport (aircraft, buses, trains, metros, monorails, taxis,) and their related facilities (airports, bus stands/ stations, railway stations), restaurants, hotels, bars, pubs, amusement centers, offices (government and private), libraries, courts, post offices, markets, shopping malls, canteens, refreshment rooms, banquet halls, discotheques, coffee houses, educational institutions and parks. The students, as per this policy are directed to adhere strictly to the specific norms as stated below. This policy is a part and parcel of the rules and regulations of the AIMT.

1. The purchase, possession, use, consumption, sale, distribution, or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on AIMT campus, training sites, and at university-sponsored students' events, conferences and activities
2. Under suspicious circumstances, the students may be tested at random for substance abuse at any point of time during their stay on campus.
3. Students may be asked by the College authorities to submit the drug/alcohol test report after regular intervals of time.
4. Students involved in accidents can be asked to submit the drug/alcohol test report.
5. If any student of AIMT is found under the influence/ possession of alcohol or illegal/banned drugs/substances or if found distributing the same or is caught smoking cigarettes in the Institute campuses or training sites or at any of the college-sponsored students' events, conferences and activities; it could potentially lead to termination.

Dated

Student’s Name S/D/o Shri.....

Batch Student Mob No.

Roll No/ID Parent’s Mob No.

Signature of the Student

Signature of the Parent

PART – II

HOSTEL RULES

RULES AND REGULATIONS FOR STUDENTS' HOSTEL

General

1. 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 that AIMT seeks from its hoteliers. Those who cannot abide by these rules and regulations should not seek admission to the Hostel.

Rules Governing Allocation, Retention, and Vacation of Hostel Accommodation

2. 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 shift 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 nonpayment of hostel dues, they will be asked to vacate the hostel. The AIMT management reserves the right to break open any room that is not vacated, pack up the contents, and store it. The items in the room will be listed by the Warden / designated officials and kept in the storeroom. 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 storeroom.

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.

Hostel Timings:

4. No student should stay away from his/her room during the night, between 2100 hrs to 0700 hrs, except with prior written permission of the Warden. Any student who wishes to leave the campus temporarily or otherwise should obtain permission in writing from the Registrar. Those applying for permission 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 and also enter the IN /OUT register maintained in every hostel.

Adherence to Hostel Timings: Hostel Residents are not permitted to leave the hostel complex before 06.00 AM and after 09.00 PM in the Night.

Summer Timings-9.30 PM

Winter Timings-9.00 PM

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

6. Dining Etiquettes:

- a) Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so, he/she shall be fined depending on the severity of the offense.
- b) Outside food is not allowed in the mess.
- c) Modesty in dress is expected from students inside the Dining Block so kindly adhere to the Dress Code to avoid a fine of Rs. 500.
- d) Students are not allowed to take food, tea or snacks in their rooms.
- e) No student is allowed to take Mess utensils outside the Hostel Dining Room if anybody is found taking utensils outside the Mess, he/ she shall be fined Rs.500/- (Five Hundred Rupees only).

7. Timings for Food

- Breakfast-7:20 a.m. to 8:30 a.m.
- Tea Break- 11:00 a.m. to 11:20 am
- Lunch: 13:00 p.m. to 2:20 p.m.
- Snacks: 5:00 p.m. to 5:30 p.m.
- Dinner: 8:00 p.m. to 9:00 p.m.

8. Students must vacate their rooms within 48 hrs after the completion of their semester exams.

9. Personal belongings must also be vacated. They can be kept in the storerooms at the resident's responsibility.

Laundry Services:

10. Students can avail laundry services available on the premises. Pick up and drop off clothes must be done from the common area. No room service for the same will be permitted.

Unauthorized Use of Hostel Premises by Persons Other than the Bona-fide Residents:

11. 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 cooperation to see that no unauthorized 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.

Rules Concerning Community Living:

12. Students are advised to avoid singing aloud, shouting, playing music at loud volume or making all types of noises that are likely to distract or disturb other students. Anything that interferes with the studies of other residents of the hostel must be always avoided. Serious action will be taken on the breach of this rule. Complaints from other residents will be investigated and action taken accordingly.

13. Students must follow decent dress when they move out of the hostel.

14. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.

15. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

16. No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV provided in the hostel anteroom/ Common room.

17. 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 wastepaper and refuse must be placed in a receptacle provided for that purpose.

Security of Personal Assets:

18. Students are advised not to keep large amounts 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, not even to their best friends.

Prohibition of Cooking and Eating Meals in Rooms:

19. Cooking/heating of food in hostel rooms is not permitted. Carrying food or any item of crockery/cutlery etc. from the students' 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.

Substance Abuse:

20. 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 to their medical checkup to confirm/rule out the same, to be carried out on the orders of the management of AIMT.

Partying:

21. Partying IS NOT permitted within the in hostel rooms, its corridors or anywhere in the hostel. Permission for hosting parties in common areas (common room, 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 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.

Visitors:

22. All visitors including parents/ guardians must be entertained only in the Hostel anteroom or student's cafe and during visiting hours only (1000 -1700 hrs only). They are not permitted to visit the floors/rooms of the stay 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.

Damages to Property:

23. Any damage/breakage to hostel property will be charged to the occupants of the room. This includes driving in of nails, defacing of walls, and damage to fixtures and furniture. If this is a property of common usage, e.g. in common areas, toilets, anteroom, dining hall etc. and it is not possible to fix the blame on an individual(s), such damage will be recovered from all students who use that facility. Disciplinary action will also be initiated for willful damages. A fine will also be levied in addition to disciplinary action.

Reading of Notices:

24. 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 noticeboard every day, once before classes commence and before dinner time to acquaint themselves with the latest information/orders.

Precautions against Fire:

25. 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 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.

Rule Governing Visit of Males / Females to Hostels of Opposite Genders:

26. The entry of all males except male officials (only on duty) permitted specifically by the Director is strictly forbidden inside Girl's hostel except for parents / other male guests who will be permitted to meet their wards only in the Girls' hostel anteroom/ Common Room. Likewise, females are not permitted to enter the Boy's hostels except ladies specifically permitted by the Director on official duty. Similarly, parents/ lady guests of male students are permitted only in the anteroom of the Boys' hostel.

Maintenance of Rooms, Utilizing of Services, and Complaints:

27. The rooms are distempered 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 an appropriate penalty.

28. 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.

29. Similarly, a Suggestion Book and Suggestion box are available in the Student's Mess. Students/members may enter/drop their suggestions regarding the 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.

30. Residents must bring to the notice of the Warden any failures/breakdowns 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 to attend 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.

31. 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 unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.

32. 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.

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

Sickness:

34. If a resident falls sick, he/ she or her roommate/friend must immediately inform the hostel warden who will make arrangements for a 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 empaneled hospitals at Greater Noida/ Noida as well as Base Hospital, Delhi Cantt.

Surprise Checks:

35. The 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.

Responsibility of the Residents:

36. All hostel inmates must report any disciplinary matter or problems concerning them or their roommate/ neighbor(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 roommate 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.

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

Student Grievance Redressal Cell (SGRC)

38. ***Objective:*** The 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.

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

- (a) **Academic Matters:** Grievances related to the timely issuance of Degrees, Mark sheets and Certificates, Transfer Certificates, Conduct Certificates or other examination-related matters.

- (b) **Financial Matters:** Grievances related to dues/payments for various items from the library, hostels, cafeteria, mess, etc.
- (c) **Other Matters:** Grievances related to conditions of sanitation, preparation of food, availability of transport, etc.
- (d) **Functioning:** Cases are attended to promptly on receipt of written grievances from the students in the attached Performa. The cell convenes a meeting to review all cases and 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 all concerned people through e-mail, SMS, post, or telephonically.
- (d) **Composition:** GRC shall consist of a Presiding Officer, Two faculty members and Batch Representatives of both the batches.
- (e) **Procedure:** Students are encouraged to put the grievance in the format attached as an annexure and drop it in the suggestion boxes or personally file it before the GRC. Suggestions boxes are placed in the cafeteria, **outside the Director's Office**, library & Hostels. Online submission of grievances can be done through the 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, complaints or information about any wrongdoing 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, complaints, and 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 the award of scholarships, 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, Greater Noida, assessment and examination result.

Anti Ragging Policy

40. Ragging within or outside the AIMT is prohibited. Ragging is a non-bailable offence under the law. Ragging includes a 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.

41. Acts that 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, 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 to forcibly do acts with sexual overtones (including homosexual acts, stripping, kissing, other obscenities, etc.).

42. The above list is not comprehensive, other types of conduct not listed herein may also endanger students' physical or mental health or safety and need 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 a 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, of AIMT.

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

44. Substance Abuse- Consumption of Liquor, Prohibited Drugs, and Smoking:

Possessing, consuming, and 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.

Failing to the above rules and regulations, a student is bound to pay a fine of Rs. 10000 after the acknowledgment is signed by their respective parents.

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

46. 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.

47. **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 that hurt the sensitivity of individuals and AIMT to worldwide web or social networking sites.

In case of any such lapse strict disciplinary action including expulsion from the institute may be taken by the Disciplinary Committee or the Director AIMT.

Graffiti / Vandalism (Property and /or Equipment):

48. Students shall not deface the property and equipment of AIMT. Students are responsible for textbooks, library books, and 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.

Tampering with Office Records:

49. Interfering or tampering with any of the office records of the Institute/university is a serious offense and will result in suspension/rustication.

Weapons or Replicas of Weapons:

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

Criminal Offences:

51. Involvement in any criminal offense under the Indian legal system will result in suspension or expulsion from the college.

Trade:

52. Engaging in trade / trade-related activities within the premises/campus is prohibited.

Fighting / Criminal Assault/ Undesirable Associations:

53. 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 patterns or utterances based on caste, region, religion, gender, etc., which differentiate or group students on such basis will be dealt with severely.

Reporting of Accidents, Fights, Ragging, and other Unusual Incidents:

54. All students of AIMT are duty bound to report these at the very earliest to the Registrar and also the 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 their cell phones, any of the faculty members must be intimated using all possible means.

Rules and Regulations Concerning AIMT Resources:

55. 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.

Prizes and Awards:

56. AIMT believes in recognizing its student's achievements. Following are the awards given to the meritorious students:

- a) COAS Academic Excellence Award- Rs. 25,000
- b) Tata AIG Scholarship (Given by TATA) – Rs. 20,000
- c) To have uniformity in the cash awards, the recommended cash awards for I and II-year students securing 1st, 2nd, and 3rd positions for BBA and I-year students securing 1st, 2nd, and 3rd positions for MBA programs are as under:
 - 1st position- Shaheed CQMH Abdul Hamid, PVC, Gold Medal- award: Rs 20,000
 - 2nd position- Shaheed Maj Mohit Sharma, AC, SM, Silver Medal- Award: Rs 15000
 - 3rd position- Shaheed Jemadar Abdu; Hafiz, VC, Bronze Medal- Award: Rs 10,000
- d) Final-year students are also eligible for such awards. These are as follows:
 - 1st position- Shaheed CQMH Abdul Hamid, PVC, Gold Medal- award: Rs 20,000
 - 2nd position- Shaheed Maj Mohit Sharma, AC, SM, Silver Medal- Award: Rs 15000
 - 3rd position- Shaheed Jemadar Abdu; Hafiz, VC, Bronze Medal- Award: Rs 10,000
- e) Based on overall performance in Academics, Sports, and Curricular activities and attendance, the COAS All Round Best Student Rolling Trophy is also given to the students.
- f) Financial Assistance for Needy Students from Ekam Foundation

PART- III

PLACEMENT POLICIES

Rules and Regulations:

1. The complete responsibility of Placement is on the students, the CTPO being only the facilitator. The meaning of facilitation has to be clearly understood here. In all circumstances, it does not imply that CTPO assures Placement to all the students.
2. Placement activities encompass all measures taken by the CTPO and CRC team related to the final and Summer Internship of all the students. These activities are all meant for the students. Performed in conjunction with the faculty and management of the Training and Placement Cell.
3. At the commencement of the session, the members of the student Placement committee will be selected. The interested students would be required to make a pitch stating the details so as to define "Why He / She should be a member in the Placement committee?" Then, amongst the volunteers, the best 5 would be nominated as Placement coordinators and 5 as Placement core team who would be assigned major responsibilities and would be accountable to CTPO.
4. Participation of the entire batch in the Placement activities (Defined with Rule No.2) is mandatory. Any student found abstaining from the Placement activities would become ineligible for Campus Placements and he /she would not be given any recruitment facilitation under any circumstances.
5. If the student fails to qualify after being selected for the final round of interview in 3(Three) companies he/she and students who fail to clear any round in 3(Three) companies then they will not be allowed any further Placement assistance from the Institute. No request would be entertained in all circumstances.
6. The Verbal / Written offer received first is mandatory to be accepted i.e. once selected by a Company, the student would be considered as placed irrespective of the Company / Job profile or job location or salary offered. An offer would imply Telephone or Written Communication (by Fax, Email, etc.) with the CTPO. Here, it is very important for the student to make it known to the CTPO by a written application clearly stating the date when the offer was received for the benefit of grades in the Placement activities
7. If a student is short-listed by the Company directly from the Recruitment Guide/Recruitment Facilitating website, it would be optional for the student to appear in the interview. But this would be subject to review by CTPO for each individual case and the decision taken by the Placement Board would be binding for the student.
8. Students who will voluntarily disclose with proof he/she does not require Placement assistance from the Institute would be relaxed from participation in the Placement activities, subject to the approval of CTPO. This could be because of various reasons like – pursuing Higher Studies, Joining a family business, medical reasons, etc.
9. Though Companies select individual students, Campus Recruitment is a team effort. Hence, all students while interacting with the companies for Placement will represent the Institute and not Himself / Herself. Students found guilty of doing so would be immediately debarred from further Placement assistance.
10. All students would be required to be present in the Institute on all days in formal attire with clean shave, descent hair cut (Girls Proper Hair Do) with personal hygiene from the

commencement of the MBA Programme. Formals would mean blazers/suits/shirts and tie for boys and Trousers Shirt / Business Suits for girls.

11. It is the student's responsibility to see the Placement notice/email and submit his/her resume to the student coordinators as per the deadline specified in the notice. No resume will be accepted after the deadline specified in the notice/email.

12. Students are required to submit their resumes after writing the name of the Company and their specialization on the back of their resumes. Resumes without the above-mentioned details would not be entertained.

13. Students are required to keep track of the companies where they are applying and/or have applied in the past. The number of companies applied is limited to 5 each for both internship & placement.

14. Students are expected to behave professionally with all employees of the Army Institute of Management and Technology. Any misconduct, misbehavior, or non-maintenance of decorum would be dealt with seriously and could lead to disqualification from all Placement-related assistance from the Institute.

15. Students would be divided into various groups according to the various industry segments and interest group of students. They would be responsible for fixing up the presentation with the companies and subsequent follow-up and coordination activities. A weekly report would be submitted to CTPO by the student coordinators at the latest by 15:30hrs on every Monday of the week.

16. Students who are assigned coordination responsibilities, on the day of the visit of the Company to the campus or when the students visit the Company would be required to submit a detailed report (soft, hard & xerox for the verification of OD) to the CTPO within 24 hours of the visit. The report should essentially comprise of:

- i. Company Name
- ii. Visiting Officials of the Company / Personal met by the students at the premises of the Company
- iii. Summary of the presentation made by the Company (if any)
- iv. Details about the job profile
- v. Number of vacancies
- vi. Recruitment Process
- vii. Topics of Group Discussions held (if any)
- viii. Name and Number of the students who applied, got selected at various stages and final selection.
- ix. List of questions asked to the interviewees inclusive of the time spent for the interview for each of the students.

17. A student can apply to 5 companies as he/she would like to but at the same time, if selected he/she would have to appear for the further selection procedure (viz. interview/ psychometric tests/ group discussions / any other selection tool) adopted by the Company, in the best of his / her spirits. If there is a last-minute drop out then He / She will be debarred from Placement.

18. A dossier of each student would be maintained in the Placement Office. It would comprise a SWOT Analysis, the performance of the students in various platforms/ activities/ appreciation, and grievances related to behavioral attributes of the students. This analysis

would be conducted by Faculty / Mentors Periodically and then shared with the Placement Office.

19. 100% mandatory Attendance in all the Employment Enhancement Program plus a minimum 70% marks in all tests conducted by/during the EEP. Every Student is required to practice at least Ten Aptitude/Psychometric test papers every month, prepare a folder for the same & submit to cro@aimt.ac.in by the 25th of every month till the completion of the MBA Program.

Final Placement Guidelines

Placement Eligibility rules

1. Minimum Percentage as decided by the Placement office.
2. No backlogs in any Semester, certified by Academic Department.
3. 100% attendance in Employability Enhancement Program classes plus a minimum 70% marks in all tests conducted by/during the EEP.
4. 75% attendance in academic sessions.
5. 90% attendance in all guest lecturers including those in seminars.
6. No disciplinary violation
7. If the Nominated candidate doesn't show up then he/she is further debarred from the process.
8. All Departments have to issue a Clearance Certificate before the Date of Joining.
9. NOC will be provided as per University Norms.
10. Violation of the Dress Code shall debar you from the Placement Process.
11. Mandatory practice of At least 10 Aptitude/Psychometric Test papers every month & submission of the same to cro@aimt.ac.in by the 25th of every month.
12. Each candidate will be allowed for 5 opportunities ONLY. (This limitation encourages students to focus on opportunities that best align with their career goals and aspirations).
13. **IF THE NOMINATED CANDIDATE DOES NOT SHOW UP FOR THE SCHEDULED INTERVIEW OR INTERACTION, HE/SHE WILL BE DEBARRED FROM THE PLACEMENT PROCESS**
14. **IF ANY CANDIDATE IS FOUND MISBEHAVING WITH ANY OF THE HR OR INTERVIEWER, HE/SHE WILL BE DEBARRED FROM THE PLACEMENT PROCESS**

Other Important Information

Contact Details:

AIMT INTERCOM LIST

S.No	Name	Appt	Location	Intercom No.	Mob No
1	Air Cmde (Dr) JK Sahu (Retd)	Director	Office	501	9493618396
			Res	502	9493618396
2	Col Dinesh Kumar Tyagi, SM (Retd)	Registrar	Office	503	9999347729
			Res	504	9999347729
3	Dr Anubhav Varma	Assoc Prof		530	9198184803
4	Dr S Mohanty	Asst Prof		520	9818735536
5	Dr Pawan Kumar	Asst Prof		525	9310717257
6	Prof. Rahul Kumar	Asst Prof		517	7503791074
7	Dr Pallavi	Assoc Prof		521`	8826433244
8	Dr Babita Bhati	Assoc Prof		522	8920755862
9	Dr Mritunjay Kumar	Asst Prof		523	9555675255
10	Ms Smita Gourav	Asst Prof		516	7087410014
11	Prof. Ashima Verma	Asst Prof		524	8800155149
12	Dr Priyanka Shrivastav	Asst Prof		526	9015314526
13	Prof. Shalini Sharma	Asst Prof		519	9650963507
14	Dr Rupina Popli	Asst Prof		526	8018383464
15	Dr. Shilpa Tandon	Asst Prof		518	9910063560
16	Mr Rohit Kumar	Asst Prof		529	9716811971
17	Ms Raman Arora	Asst Prof		528	9582907504
18	Mr. Vishal Malhotra	CTPO	Office	506	8920177644
19	Sub Prashant Dutta	Office Supdt	Office	512	9452979605
20	Hony FG, Ramesh Chand (Retd)	ES	Office	510	9018110751
21	Mr. Naresh Kumar	Network Admin	Server Room	507	9810944857
22	Mr Hemant Kumar		Server Room	507	9354845604
23	Ms Champa Bhattarai (Off PA)	PA to Dir	PA Office	505	8826259076
24	Mr Vivek Gupta	Acct	Office	509	9410403743
25	Mr Shashi Mohan Dixit	Acct	Office	509	7210687792
26	Mr Pawan Kumar	LDC	Main Office	508	9896584465
27	Mr Kaushal Kumar	Exam Cell	Office	511	9910011208
28	Mr Amar Singh	Asst Lib	Library	537	9711170461
29	Mr Hukum Chand	Lab Att	Library	514	8954328363
30	Mr Anil Chowdhary	Lab Att	Library	537	9958730721
31	Mr Baidya Nath Ghosh	Warden	Boys Hostel	533	8860953390
32	Boys Hostel Guard			544	
33	Mr Hitesh Kumar	Elect	Residence	535	8882215438
34	Mr Kishan Pal	Driver	Office	510	9310557048
35	Mr Akshay	Driver	Office	510	8860574835
36	Mr Arif Khan	Messgr/Carpenter	Office	510	9213571803
37	Mr Anil (Plumber)	Plumber	Office	510	9622086572
38	Prince	Pantry			7599004109
39	Main Gate		Main Gate	500	

PERFORMA FOR COMPLAINTS
ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT),
GREATER NOIDA

Student Grievance Redressal Cell (SGRC)

Dated

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

Batch Student Mob No.

Roll No/ID Parent's Mob No.

The issues are as follows: -

.....
.....
.....
.....

Signature of the Complainant

ANTI-RAGGING AFFIDAVIT

AFFIDAVIT BY STUDENT

I, _____ (full name of student with admission/registration/enrolment number) s/o/ d/o Mr./Mrs./Ms _____

1) having been admitted to _____ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 7.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 7.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be canceled.

Declared this ___ day of ___ month of year ___

Signature of Deponent

Name:

Address:

Contact Details:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ___(place)_ on this the (day)_____of _____(month)_____ (year)

Signature of deponent

**Solemnly affirmed and signed in my presence on this the ___(day) of _____ month, _____
(year) after reading the contents of this affidavit.**

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

I, _____ Mr./Mrs./Ms.

(full name of parent/guardian) father / mother/guardian of _____ (full name of student with admission /registration/enrolment number),

1) I having been admitted to _____ (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 7.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 7.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this ___day of ___month of _____year___

Signature of Deponent:

Name:

Address:

Contact Details:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ____ (place) on this the (day) of (month) and (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of month, (year)
after reading the contents of this affidavit.

OATH COMMISSIONER

ANTI-RAGGING POLICY

1. Short title and commencement: -

(i) These Regulations may be called the All-India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.

(ii) They shall come into force on the date of the notification.

2. Objectives: -

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations.

3. Definitions: -

(a) "Act" means the All India Council for Technical Education Act 1987 (52 of 1987);

(b) "Technical Institution" means an institution of Government, Government Aided and Private (self-financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;

(c) "University" means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.

(d)“Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

(e)“Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

(f)“Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

(g)Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And

(h)All other words and expressions used herein and not defined but defined in the All-India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act.

4What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

a.any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

b.indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

c.asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

d.any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

e.exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f.any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

g.any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

h.any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

i.any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

5. Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1.The Head of the Institution along with other administrative authorities should take adequate measures for the prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

2.The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3.Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4.The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

6. Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1.The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2.Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3.The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4.a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

(i) Cancellation of admission

(ii) Suspension from attending classes

(iii) Withholding/withdrawing scholarship/fellowship and other benefits

(iv) Debarring from appearing in any test/examination or other evaluation process

(v) Withholding results

(vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

(vii) Suspension/expulsion from the hostel

(viii) Rustication from the institution for period ranging from 1 to 4 semesters

(ix) Expulsion from the institution and consequent debarring from admission to any other institution.

(x)Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

i.In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University.

ii.In case of an order of a university, to its Chancellor.

iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council from time to time.

7. Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging: -

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti-ragging measures and to investigate specific instances of ragging and take appropriate action.

2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.

3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.

4. The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely.

i. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.

ii. Withholding any grant allocated.

iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the AICTE.

iv. Informing the public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.

v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such a duration of time as the institution complies with the provisions of these Regulations.

5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.