



ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY

GREATER NOIDA

SOP ON STUDENT DISCIPLINE AND WELFARE COMMITTEE

GENERAL

The Discipline & Students Welfare Committee seeks to provide support to the educational process to advance the student's educational and personal abilities. It aims at enabling them to face problems that hinder their academic success with the objective of qualifying them professionally. The committee abides with the program set by the university to provide a unique environment, based on positive interaction among the students and to help the students overcome all the hindrances.

The committee is responsible for resolving complaints against students and to decide the appropriate Institute response. To deal with unacceptable behavior, the Institute has a Student Discipline Policy and Procedures that apply to all students of the Institute. The broader guidelines are available in AIMT Student Hand Book.

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 make decisions concerning student welfare, taking up issues reported by students and resolve them by bringing it to the notice of the Registrar & Director.
- iii. The committee meets on a monthly basis to discuss the problems and probable ways of improvement in the standards. 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. The discipline policy regulates student behaviour in order to secure the proper working of the Institute in the broadest sense. In support of this goal, students are expected to conduct themselves at all times in a manner which:
 - a) Demonstrates respect for all (Management, Faculty, Staff, fellow students, and Institute property).
 - b) Enhances the reputation of the Institute
 - c) Is sensitive to culturally diverse environment
 - d) Demonstrate active engagement in the learning process, a commitment to the Institute-level study and determination to succeed.
- v. The procedures which provide rigorous, fair, transparent and consistent processes for investigating and considering reported incidents involving alleged misconduct and for imposing penalties where appropriate.



COMPOSITION

- (i) **Chairperson:** Dr Shikha Bhardwaj
- (ii) **Members:** Registrar, Prof Pawan Kumar, (Programme Coordinators)- Dr. Monika Jain, Dr. Surabhi Goyal, Mr BD Ghosh, Boys Hostel Warden, two students (Boy & Girl) from the two batches.

TERMS OF REFERENCE

The Committee shall:

- Discuss matters of interest related to the student experience and to make recommendations thereon to Director, Registrar , Faculty Council;
- Keep under review welfare support services provided to students and to report to Director and Registrar in order to assist it in carrying out its advisory role in the maintenance and operation of such services.
- Review policy and monitor developments associated with the provisions mentioned in the students handbook to enhance their welfare and the overall development.
- Assure the implementation of a pro-active, coordinated and coherent strategy on development of student and activities (including cultural, religious, recreational, sporting facilities, health and welfare related) compatible with the Institute's Strategic Plan.
- Allow student representatives an opportunity to raise issues about student service provision and academic & overall performance within the institute.

CODE OF CONDUCT

The students admitted to AIMT will:

- Not to indulge in any act that tarnishes the image of the Institute.
- Be respectful to all the members of the faculty and support staff.
- Be dressed appropriately for all activities.
- Not indulge in smoking or drinking in the college campus.
- Assist in keeping the campus neat and clean.
- Be in possession of the institute Identity Card when moving out of the campus.
- Be punctual and regular in all classes and in other functions and activities.
- Treat AIMT property with utmost care and help in its upkeep.
- Not participate in any political, anti-national, or undesirable activity in or outside the campus.

INSTITUTE'S POLICY ON COMMON DISCIPLINARY INCIDENTS (GROUNDS)

The student becomes eligible for the awards / rewards, if they are not involved in any of the indiscipline activity. Any student found indulged in any indisciplinary issues

- First Step - issuance of counselling letter and information shared to parents through mentor,
- Second step- Warning / detention / suspension from hostel/ financial penalty & disciplinary letter send to parents
- Third Step - Expulsion of the student/s from AIMT/ Term loss or both



1. **Substance Abuse- Consumption of Liquor, Prohibited Drugs:** Possessing, consuming, dealing in narcotic and intoxicating drugs / substances are a punishable act under the Indian Penal Code. Student/s found consuming liquor in the AIMT premises (including hostel rooms) or entering AIMT premises under the influence of liquor / prohibited drugs is a Violation of AIMT rules. In case of such indulgence, or suspicion thereof, the student will have to undergo a medical examination as per the directions of the Director. The Faculty Mentor would immediately inform the parents of the student.
2. **Attendance:** The achievements of students are largely a result of regular attendance and participation in classroom instructions and other academic activities and events. Students are therefore advised to attend all classes, other academic engagements, events, etc. The University has laid down a minimum attendance of 75%. No student shall be permitted to take the semester examination unless he/ she has secured atleast 75% of attendance, both in theory and practical classes, up to the end of academic session of the semester and satisfactory completed related practical / other assignments. In view of the University norm, the institute motivates the student to have full attendance. Moreover, AWES has instituted “**Best Student Trophy, COAS Award & Award of Excellence**” being presented to the eligible student at AIMT Annual Function. **The students shortlisted for these awards have to meet the eligibility criteria of attendance and simultaneously, should not be involved in any disciplinary case against him/ her.** The student with attendance:
3. **Behavior (Classroom, Hostel, AIMT Campus - Inside & Outside):** Every student has the right to an uninterrupted and safe instructional environment. Students may not indulge in behavior which interferes with the process of learning.
 - Use of mobile phones in the class, IT Lab and Library are not allowed.
 - No student shall leave the classroom without the permission of the faculty taking the class.
 - Students are not expected to eat/ chew or drink beverages during classroom / other academic activity.
 - During Administrative and Technical inspection of the institute, the students are instructed not to hang any clothes in the balcony otherwise Rs 500/- penalty will be imposed against him / her.
4. **Prohibition of Ragging (for details, read page 20 of Students’ Hand Book):** Ragging within or outside the AIMT is prohibited. **Ragging is a non-bailable offense under Supreme Court Rulings.** The punishment of ragging as per law includes rigorous imprisonment. The result is expulsion of student from the institute. Ragging includes a display of noise, disorderly conduct, teasing, rough or rude treatment, including rowdy indiscipline and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or fear in a fresher or other student.
5. **Guidelines for Photography, Audio / Video Recording and Uploading on the Websites ((for details, read page 21-22 of Students’ Hand Book):** AIMT photo/ filming/ recording policies are designed to protect the privacy of students, faculty, and staff. Students are not permitted to upload any pictures or videos at any website / Social working site, which hurt the sensitivity of individuals or the Image of AIMT.
6. **Conduct During Examination:** Students are expected to strictly abide by the rules and regulations as specified in the hall ticket issued by the university / Institute’s Internal Examination. Any student found guilty of cheating in the university examination centre / classroom during an internal exam will have to bear the serious consequences as per the



guidelines of exam deptt. The Mentor will call his / her parents to meet the Director for further line of action.

7. **Graffiti / Vandalism (AIMT Property and / or equipment, read the details page 22 of the Student Handbook):** Student/s shall not deface the property and equipment of AIMT. If misused or damaged, students have to replace that affected part / equipment. **A penalty of 10 times the cost of the property / equipment damaged would be levied on student/s is fixed for such behaviour.** The student/s may be suspended or expelled from AIMT, if it's a repetitive act.
8. **Criminal Offenses:** Involvement in any criminal offense under Indian Legal System will result in suspension or expulsion from the institute.
9. **Two Wheeler / Other Vehicles:** Although students are not permitted riding / driving motorcycles / other two wheelers / cars or any other vehicles within AIMT. However, the decisions taken by Chairman in the recent IMC Meeting that the students can park their vehicle at a nominated parking area within the AIMT campus, with the following conditions:
 - a) Vehicles have to be registered in the name of the student.
 - b) The student will be in possession of valid Driving License.
 - c) Institute will issue stickers for authorizing entry into the campus. These stickers will be prominently displayed on respective vehicles.
 - d) Timings of entry will be stipulated and adhered to by students.
 - e) Use of seat belts and helmets by both the driver and co-driver / pillion, as applicable, will be mandatory.
 - f) **Parking will be strictly at the vehicle owners risk** in designated areas and no vehicles will be permitted beyond the parking area.
10. **Fighting / Criminal Assault / Undesirable Associations/ Harassment / Threatening:** Any student involved in or encouraging the **involvement of another student in fighting** (or Harassing / Threatening/ Foul Language / Verbal Abuse). Any associations, formal or informal, and activities or behaviour pattern or utterances based on caste, regions, religions, gender, etc, will be dealt with severely.
11. **Moving out of the Campus-** Keeping in mind the security of the students, they are permitted to leave the campus only till a stipulated period of time. Students are not permitted to leave the campus after 7:00 PM (entry from the main gate latest by 7.00 PM). Noout pass to the students shall be issued after 6.30 PM. The changes in timings are subject to Registrar's approval.
12. **Roll Call in Hostel-** To ensure safety of the students, there is a roll call by the respective wardens. It is mandatory for all the students to be present during the roll call at 10.00 PM. No student is allowed to be outside the hostel after the roll call. After the roll call the main gates are locked.
13. **Punishment –**
 - **As a policy such student/s is/ are counseled & parents are informed through mentor.**
 - **Second time violation of the rule by same student/s will initiate warning / detention / suspension, penalty (max upto Rs 5000/-) & disciplinary letter to call parents.**
 - **The third time violation by the same student/s would attract expulsion of the student/s from the institute.**

Summary: Learning is achieved if the students are well motivated. Hence, motivation to learn is paramount to student success. The new rewards and penalty system promotes **POSITIVE BEHAVIOR** and regular attendance. Behavioral deficits in social skills, self- management skills, and academic skills



compound the difficulty of teachers / mentor / placement officer. Thus, student's positive approach is an essential foundation for a creative learning and teaching environment.

STUDENT AFFAIRS POLICY

Learning is achieved if the students are well motivated. Hence, motivation to learn is paramount to student success. An effective rewards promotes positive behaviour and regular attendance. It is an essential foundation for a creative learning and teaching environment.

BADGE OF HONOR

- **ATTENDANCE - Students (one Boy and one Girl from each batch)** in each semester with the highest percentage of attendance will get **one AIMT Star Badge (& a certificate)**. This will encourage and appreciate students obtaining a highest percentage of attendance and thus, grow academically.
- **ACADEMIC PERFORMANCE - Semester wise the TOP 3 students (of the two batches) will get one badge (and a certificate each)** for their meritorious performance. This will encourage the students obtaining the highest percentage of marks.
- **RESEARCH CONTRIBUTIONS (& ACHIEVEMENTS) -** The students who are presenting research papers in various conferences will be given a badge (& a certificate) on a semester basis. Their involvement in the research activities, along with faculty members will motivate them to present research papers in various conferences and get their articles published in the research journal of repute.
- **COMMITTEE & CLUBWISE BEST STUDENT AWARD - Nominations (semester wise: one boy & one girl from each batch) will be invited** from faculty members of respective Committee & Club regarding the performance of various student coordinators. These students will be awarded on Annual Function.
- **HOSTEL DISCIPLINE OF STUDENT -** The student (one Boy and one Girl) from each batch will be nominated by the faculty members (or mentors) and warden (Boys & Girls) and would be later evaluated by a team of judges (Director/ Registrar/ Discipline Committee/ Faculty). The student (one girl and one boy) from each batch with the best discipline (& overall conduct) in the hostel & academic block will get one AIMT badge (each). AIE will have similar recognitions for their students, being an integral part of the hostel / campus.
- **BEST HOSTEL ROOM -Every semester one boy and one girl (from the two batches) with the cleanest hostel room** would be given one badge (& a certificate each). Periodic evaluation will be done so that students are encouraged to keep their rooms clean. AIE will have similar recognitions for their students, being an integral part of the hostel / campus.

NOTE: The above mentioned Awards / Recognitions (Honors) are planned to be given to the student/s Semester Wise / on Annual Function / Student Orientation (of New Admissions), as per the Recommendations of the Discipline & Students Welfare Committee & Director.

