

Welcome To



Compendium of Rules and Regulations

Post Graduate Programme

Batch – JULY (2016 – 2018)

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AIMS Institute of Management Studies

CAMPUS PROTOCOL

General

All the students of AIMS Institute of Management Studies shall be required to adhere by the Campus Protocol as given in the succeeding paragraphs. Non adherence of these will attract strict disciplinary action.

Ragging in any way or form is not allowed within or outside the campus. Extracts of **Maharashtra Anti Ragging Law 1999** is enclosed for everyone's reference.

Points Included in the Protocol

1. Carrying college Identity card is mandatory (All the time)
2. No Laptops shall be used in the classroom unless specifically permitted by the concerned faculty.
3. Mobile phones have to be switched off or kept on silent mode or vibration mode during the conduct of any official engagement within or outside the campus.
4. No eatables shall be allowed to be carried / consumed within the college campus except in the cafeteria.
5. Alcohol /Smoking /Drugs /Pan Masala / Tobacco etc is strictly prohibited within the College campus.
6. Students have to be seated in the classroom as per the timing and seating arrangement prescribed.
7. No student will be permitted to enter the class or exit from it once the faculty has entered.
8. No movement outside the classroom is permitted once the class has commenced.
9. If the student is not feeling well he / she will not be allowed to go back to the hostel / place of residence, however with due permission from the faculty/concerned authority he / she can use the sick room. He /She will however be marked absent if not attending the class on account of the reported sickness.
10. All assignments/activities given to the students by the faculty have to be completed on time.
11. Any misconduct / misbehavior reported shall be liable for strict action.
12. No Ragging will be allowed by any student of Aims Institute of Management Studies as it is an offense of law.
13. Avoid writing / scribbling on the walls, benches of the class room.

14. Keep the campus neat and clean.
15. Switch off lights and ACs while not in use.
16. Not to indulge in rude and indecent behaviour with the faculty, staff and other students.
17. Observe self-discipline and punctuality.
18. Inside the Institute's campus, the attire is mandatory to be formals, for all the students. Details of the attire would be as follows :
 - a) **Gents:** Dark colored formal wear trousers with matching light colored plain formal shirt, leather formal shoes with matching socks of length upto mid-calf level.
 - b) **Ladies:** Sarees / Salwar suit / Trouser shirt ensemble with matching formal footwear. No tees or informal tops will be permitted.
 - c) **Wearing of uniform:** Instructions will be given as and when required.

To the above point, students are, however, allowed to wear Casual Clothes on Friday with proper shoes (boys - sports shoes / gym shoes or the like and girls - proper sandals). On any other day in a week formal attire is mandatory.

19. **Management of Hair :**

- a) **Facial Hair:** Gents are required to shave their facial hair daily. People who keep a moustache should keep it in proper trim. Other than a moustache, no other facial hair is permitted.
- b) **Hair Cuts:** Gents are required to take hair cuts on a regular basis and maintain hairstyle as required in the corporate world. Girls will not keep their hair open while attending classes.

Extracts from The Maharashtra Prohibition of Ragging Act, 1999

1. **Aim:** To prohibit ragging within and outside educational institutions.
2. **Ragging:** Any display of disorderly conduct. Doing any act that causes or is likely to cause physical / psychological harm or creates apprehension, fear shame or embarrassment for a student in any educational institution.
3. **Such acts include:** Teasing, abusing, threatening or playing practical jokes on a student or causing hurt to a student. Asking a student to perform any act that the student would not willingly do in the ordinary course of events.
4. **Who can complain:** A student, his or her parents, teacher among others.
5. **Punishment:** A maximum of two years in jail or Rs 10,000 fine for ragging, abetting the act or propagating it.
6. **Dismissal:** Any student convicted of an offence of ragging shall be dismissed from college and will not get admission anywhere else for the next five years.
7. **Suspension:** On receiving a complaint, the head of the educational institution shall enquire within seven days, and if the allegation is prima facie found true, the student shall be suspended and the complaint immediately forwarded to the local police.

Accountability: The decision of the Dean will be final. If the college head fails to take action, he shall also be seen as an abettor and face the same punishment.

Attendance Rules

General

All the students of AIMS Institute of Management Studies shall be required to adhere by the Attendance Rules as given in the succeeding paragraphs. Non adherence of these rules will attract strict disciplinary action.

Rules

1. It is compulsory for all students to attend classes on the first day and the last day of each semester.
2. 85% attendance is mandatory in each subject / activity made compulsory by the college. 10 % Exemptions, as duly pre-approved by the college authorities, will only be granted on account of:-
 - a) Marriage in the immediate family.
 - b) Hospitalization of the student.
 - c) Sickness / Death in the immediate family.
3. Attendance below 85% shall make student liable for penalty which includes monetary fines / remedial assignments and forfeiture of assured placement.
4. If the attendance falls below 75%, student shall not be allowed to appear for exams.
5. Students shall be marked absent and not allowed to enter the class once the faculty has entered the class. No arguments with regards to this shall be considered.
6. Any body not adhering to the prescribed seating arrangement shall be marked absent.

Penalties for Breach of Campus and Attendance Rules

Particulars	Penalties
Ragging on or outside Campus	Rustication / suspension and intimation to parents.
Not attending classes on the last day and the first day of the Semester	Fine of Rs 500/- per day for the first seven days and suspension and intimation to parents there after
Mobile Phones Switch-On in the classroom and on Ringing Mode in the campus	Confiscation of Mobile handset, No attendance marked for that lecture & Remedial Assignment by the faculty
Entering the Institute after consumption of Alcohol / Drugs or consuming the same within the premises	Rustication / Suspension and Intimation to Parents
Consumption of Tobacco/ Cigarettes/ Chewing Gum and Pan Masala within the Institute's premises	Two times, Warning Letters + Parents Involvement 3rd Instance: Suspension + Fine of Rs. 500/- and / or based on the category and the type of offence
Absent without Official Leave	Rs. 500/- per day of absence
Absent during Mandatory College / Corporate engagements	Rs. 500/- per session
Unwanted Usage Electricity	Rs.100/- per person in the group found to be doing so.
Dress Code not followed	Not permitted to enter the classroom until in prescribed attire and fine of Rs. 150 /-
Leaving Campus without Permission from the Concerned Authority, after being intimated to stay back for a specified period / event / activity	Fine of Rs.150/-
Misconduct / Misbehavior reported by Faculty/ Classmates/ Admin e.g. – Eve Teasing, Ragging, Fights, etc..	Suspension / Monetary or Remedial Actions Taken according to the gravity of offence

Damage to Institute's Property

Particulars	Penalties
Breaking Furniture	Replacement Cost + Fine of Rs. 200/-
Spoiling Furniture	Restoration Charges + Fine of Rs.100/-
Tampering with Electric Connections or Gadgets Of Institute	Repairing / Replacement charges + Fine of Rs.1000/-
Mishandling of Books/ Damage to Books	Market price of the book shall be charged + Fine of Rs.200/-
Tablets	
<p>The Tablets are the property of the Institute till the grant of the certificate from AIMS. On getting the certification the ownership of the tablets will be transferred to the student subjected to the clearance of first semester fees. During this period even though the ownership is of the college, any loss/ damage to the tablets can be made good by levying appropriate charges to the student responsible for the same and in possession of the goods. Any legal proceeding arising out of misuse of the tablets for example – cyber crime, piracy etc will be directed to the student in possession of the goods and the college will be indemnified of the same.</p> <p>Note: It is to be noted that and taken into cognizance every time that the tablets being provide by the institute is only for the facilitation of the academic process.</p>	
IT / Hardware / Internet	
<p>Any illegal / unethical surfing or posting on the net that invite Criminal Charges, will be directed towards the Student who is in possession of that Blackberry / Laptop from which the communication was made.</p>	

Note: The penalties indicated are including but not limited to that mentioned against each.

Library Rules

General

All the students of AIMS Institute of Management Studies and other members of the AIMS Library shall be required to adhere by the Library Rules as given in the succeeding paragraphs. Non adherence of these will attract action that may include but not limited to penalties.

Rules

- 1 Entry into the Library:** All students or library members entering the library is required to sign the entry register and show ID card to the librarian or his assistant on demand.
- 2 Use of Library Books:** Library books are for the use and benefit of not only the present but also the future members of the library. Therefore, all library books should be handled with due care. Members should not write on or disfigure the books in any way
- 3 Use of Mobile Phones and Other Gadgets:** Use of mobile phones and other electronic gadgets other than laptops, is strictly prohibited within the library premises.
- 4 Management of Personal Belongings:** Students are supposed to keep their bags, personal reading material and other belongings outside the library. THE LIBRARY STAFF IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF THE STUDENTS BELONGINGS.
- 5 Upkeep of Library:** Students are requested to keep the books/magazines or any other material used in its respective place. No library material will be taken out of the library without the permission of the librarian.
- 6 Issue of Books, Periodicals etc:**
 - a) Books, Old Periodicals or any other library material can be issued only after showing a valid I-card.
 - b) Books once issued will not be returned on the same day.
 - c) No library Material can be issued by any person on someone else's I-card.
 - d) Certain books will be reserved for reference purpose (Library copies) which will not be issued out.
 - e) Each student can issue two books only on one card for a period of 4 days.

- f) A book issued can be renewed on or before the due date, “once” for a period of 4 more days only and only in case there is no demand for that particular book from other users.
- g) A Late fine of Rs.10 will be charged per book per day.
- h) The fine will have to be cleared with the accounts section by the 25th of every month.
- j) Students should ensure the Good condition of the book before issuing it and inform the librarian about the missing or torn pages if any. Otherwise the concerned student will be held responsible for the same. MRP will be charged from the borrower, if the book or other publications are found in mutilated condition.
- k) If a book is lost, the concerned person has to replace the lost book with a new book, as well as pay the late fine, if any.

7 Loss of I Cards: Loss of I Card should be reported immediately to Librarian. The library will not be responsible if the lost I Card is misused.

8 Issue of New I Card: A new I-card can be issued by paying a fine of Rs.100 in the Accounts department and submitting the receipt of the same to the librarian.

9 Library Working Hours: The Library will remain open from 11:00 am to 8:00 p.m. on all working days.

10 Miscellaneous:

a) Decorum in the Library: As the library would be used by a number of members at the same time, all are requested to maintain proper decorum and avoid making noise.

b) Pilferage of Books: While going out of the library, members are requested to ensure that the books they are taking out are got issued against their names. If a member is found removing any reading material without getting the same properly issued, appropriate action will be initiated.

c) Modification of Rules: *The Library Rules & Regulations shall be modified from time to time and shall be binding on all concerned.*

HOSTEL RULES

General

All the students of AIMS Institute of Management Studies, who opt to stay in the Hostels run by the Institute shall be required to adhere by the Hostel Rules as given in the succeeding paragraphs. **Ragging in any way or form is not allowed within or outside the Hostel.** Extracts of **Maharashtra Anti Ragging Law 1999** is enclosed for everyone's reference. Non adherence of these rules will attract strict disciplinary action.

Rules

- 1 Period of Stay in Hostel:** Once a student opts to stay in the Hostel, this decision will not be revoked till the completion of one year.
- 2 Hostel Timings:** These shall be strictly as follows:
Time of Leaving the Hostel during Day: 8:00 am from Monday to Sunday
Time of Reporting in the Night: 10.30 pm on Monday to Saturday
11:00 pm on Sunday
- 3 Cleanliness:** The hostel rooms including the washrooms has to be cleaned by the students. The services of a maid shall be provided on a weekly basis.
- 4 Inspection:** There would be surprise inspections of the hostel rooms, bathrooms and personal belongings in order to check compliance of instructions.
- 5 Allotment of Rooms/Beds:** Rooms/Beds once allocated shall not be changed under any circumstances and inventory allotted will be on the joint charge of all the occupants of the rooms.
- 6 Signing of the Attendance Register:** All students have to sign on the hostel attendance register in front of the security / warden at the time of exit and entry.
- 7 Prohibited Activities:** Alcohol / Smoking / Drugs / Pan Masala / Tobacco etc is strictly prohibited within the hostel premises.
- 8 Use of Electronic Devices:** No electronic gadgets other than Laptop and Mobile Phones shall be allowed to be used within the hostel premises. Anything other than these things found shall be confiscated and will not be returned.
- 9 Visiting Hostel by Members of Opposite Gender:** No Male member shall be allowed inside the Female Hostel, including but not limited to Brother / Father. The male students of the Institute should not be found loitering around the girls hostel. The same rule shall be applicable to the boys hostel.
- 10 Security of Personal Belongings:** Security of the personal belongings will be that of the

student concerned. Any theft or disappearance, when reported, shall be dealt on a case to case basis.

11 Safety of Valuables and Cash: Students are advised not to keep valuables and cash in the hostel. The students doing so shall be doing it at their own risk. The college shall not be held responsible for the same.

12 Information of Leave: The student is required to inform in writing to the Hostel Warden / the person in-charge if he / she is proceeding on an approved leave and also mention the date of return.

13 Night out Permission: Once a night out permission has been granted to the student as per the night out rules, the student shall not be allowed to enter the hostel late at night.

Night Out Rules

1. **Grant of Night Out:** Night out shall be granted only if the application is submitted **24 hrs Prior** and after speaking to the parents.
2. **Number of Nights out Permitted:** Not more than 2 night outs in a month shall be granted under any circumstances.
3. **Submission of Permission Letter:** A copy of the night out permission has to be submitted to the Warden / the person in-charge and another to be kept by the student.
4. **Returning to Hostel if Night out Permitted:** Once a night out permission has been granted to the student as per the night out rules, the student shall not be allowed to enter in the hostel late at night.

Right to Recourse

1. Any grievances / complains shall be submitted to the disciplinary committee in duly prescribed manner and the same shall be addressed in due course. The verdict of the disciplinary committee shall be final. Matters of any nuisance value of the process shall not be dealt with.
2. In case of any confusion / confrontation, the warden / the person incharge's word would be taken as final by the disciplinary committee.

Penalties for Breach of Hostel Rules

Note : The penalties indicated are including but not limited to that mentioned against each.

Particulars	Penalties
Ragging in or outside Hostel Premises	Rustication / Suspension and Intimation to Parents / Guardian
Reporting to Hostel beyond specified time in night without written permission	Fine of Rs. 200/- and / or Intimation to Parents/ Guardian
If found at Hostel During Regular Classes without prior permission from Concerned Authority	Fine of Rs. 500/-
Missing entry in the hostel attendance register	Fine of Rs. 200/-
Consumption of Alcohol, Drugs, Tobacco, Cigarettes and Pan Masala Within the Hostel's premises	Fine of Rs. 500/- + Suspension and Intimation to the Parents / Guardian
Entering female hostel by boys or vice-versa	Suspension and Intimation to the Parents / Guardian
Any misconduct / misbehavior reported by hostel mates / warden.	Disciplinary Action according to the gravity of Offence + Monetary Fine
Breaking Hostel Furniture	Replacement Cost + Fine of Rs. 200/-
Spoiling Hostel Furniture	Charges as per restoration + Fine of Rs. 200/-
Tampering with Electric Connections or Gadgets of Hostel premises	Fine of Rs. 1000/- + Repairing charges
Absent without official leave from the Hostel	Fine of Rs. 1000/- + Intimation to Parents / Guardian

Fines Process

Process Description: The following document shall assist the reader with the Fine Levying process of AIMS Institute of Management Studies

Process Need: The Fines Levying is to be done in the college to maintain the basic decorum of AIMS as an educational institute. If, at any given time, a student is harming the prescribed decorum, the student shall be fined/charged the relevant fines and disciplinary actions respectively.

Process Chain:

Director
↓
LEO
↓
Students

Process:

Step 1: In the event of any breach of Rules and Regulations of Aims College, the event shall be reported to the concerned person.

Step 2: After the event being reported, a proper investigation will take place. The student shall be asked to explain the happenings, on failure of which, the predefined actions shall be levied on the Student.

Step 3: A Fine letter, recording the misbehaviour and the remedial actions prescribed will be issued in the name of Student and shall be signed and stamped by the college authorities.

Step 4: Both, the Fine letter and the remedial assignments will be recorded and stored into the student files for future use.

Step 5: If there is a monetary fine to be paid, it should be submitted before the 25th of the current month, **on a failure of which the fine shall be doubled.**

Process Closure: The process is closed from the management only when the student has submitted the fines or the remedial assignments to the concerned authorities.

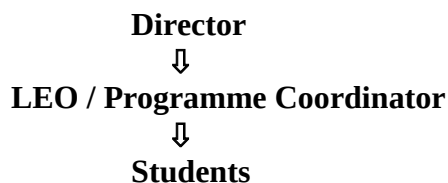
Leave Application Process

Process Description : The following document shall assist the reader with the procedure for **Applying Leave for Students**

Process Need: The Leave Application process guides the students, management and the faculty as to where to guide the student in case, in need of leave. The document will aid a person in following Questions:

1. Where will the leaves be submitted?
2. Who will authorize the leaves?
3. How will the leaves be calculated?
4. At failure to submit or inform the concerned authority, what will be the repercussions?

Process Chain:



Process:

Step 1: When wanting a Leave, the student should report to the concerned person/s only. If failing to do so, the student's leave application will not be considered at the leave shall be fined according the College Protocols.

Step 2: After submitting the Leave Application, the leave shall be sanctioned after an enquiry call to parents if necessary and the approval of Director.

Step 3: The applications will be submitted to/ collected by LEO /Programme Coordinator, who will later feed the counts into the excel sheet.

Step 4: The leaves will be calculated by the last working day of each month along with the attendance and the students who have been granted a leave shall be excused from fines under normal circumstances.

Process Closure:

The process is closed by the management on the sanction of the leave and recording the leave in the excel sheet

Examination Rules

General

- 1 AIMS Institute of Management Studies offer an autonomous Post Graduate Programme (PGP) in management and an UGC recognised MBA course. The MBA is granted by the Punjab Technical University and the examinations are conducted in March and September every year for all the four semesters. These examinations are conducted based on the guidelines issued by the University and are assessed and evaluated through external faculty members directly by the university. Detailed instructions for these examinations including date sheets would be issued separately, as and when received from the University.

- 2 For MBA / PGP, the evaluation is carried out internally through the faculty members. The overall process to be followed and the weight-age given for each test/examination or activity are as follows:
 - a) Class attendance..... 5%
 - b) Class participation..... 5%
 - c) Projects / Assignments..... 10%
 - d) Class Tests (surprise quizzes etc)... 20%
 - e) Mid-term Examination..... 20%
 - f) End-term Examination..... 30%
 - g) Viva Voce 10%

WARNING: If any student is caught using unfair means during any examination, he / she would be asked to leave the class immediately and awarded “zero” marks in that subject. This action could be followed by other suitable disciplinary measure(s).

Class Attendance:

Academic excellence will be given prime importance by the Institute. As the best available faculty would be made available to teach all the subjects, it is important that the students attend all the classes. Class attendance would be taken during each session and percentage of attendance subject wise arrived at the end of each Semester. 5% weight-age on the overall marks to be allotted for each subject would be allotted based on the attendance recorded for these subjects.

Class Participation:

Students are encouraged to conduct self study of the topics to be covered and come prepared for the classes. To motivate those who come prepared, it has been decided to allot 5% of the overall weight-age of marks for class participation. Record of class participation would be maintained by the faculty members and weight-age marks allotted at the end of each semester.

Projects / Assignments:

As part of the curriculum of each subject, students would be required to undertake projects / other assignments. These activities are very important in the overall development of the students during the programme. Keeping in mind the importance of these activities, a weight-age of 10% out of the total marks to be allotted for each subject has been assigned for projects / other assignments. These assignments would be allocated by the concerned faculty members and marks obtained by each student indicated to the Programme coordinator.

Class Tests:

Test Format:

- a) There shall be two class tests before mid-term and two class tests after mid-term.
- b) Total weight-age for class tests would be 20%.
- c) The format of the test would be at the discretion of the faculty member.
- d) To encourage continuous learning, these tests would not be scheduled as such in advance and would be conducted as surprise tests.
- e) The duration of the test would be an hour during any scheduled session of the subject. Once the test is over, the balance time would be used to cover the topic as per the lesson plan.

Rules and Regulations:

- a) Marks obtained in all the class tests combined will count towards working out the final weight-age of marks obtained in the subject during the semester.
- b) Class tests will be conducted as surprise tests.
- c) Students who remain absent from the test will get “zero” marks . No re-test will be carried out.
- d) The marks will be declared to the students.
- e) Corrected answer sheets would be shown to the students, after the marks are recorded.

Mid-term Examination:

Test Format:

- a) Schedule of the mid term examination would be announced in advance.
- b) The mid term shall carry a weight-age of 20%.
- c) The duration of exam shall be of 1.5 hours.
- d) The structure of the question paper is left to the discretion of the faculty member. Maximum subjects covered till the examination should be included in the test.

Rules and Regulations:

- a) The date of mid term exam is decided and intimated to students at the start of the session.
- b) Three sets of question papers would be prepared for each subject.
- c) Students who remain absent from the test will be awarded “zero” marks and no re-test would be carried out.
- d) Faculty shall be given the answer sheets as the test finishes. A set of 2 question papers and List of Students along with the answer sheets should be handed over to him/her.
- e) The marks will be declared to the students.
- f) Corrected answer sheets would be shown to the students after the marks are recorded.

End Term Examination:

Test Format:

- a) Schedule of the term end examination would be announced in advance and included in the programme schedule.
- b) End of term examination shall carry a weight-age of 30% of total marks allotted to a subject.
- c) The exam shall be for 3 hours.
- d) The format of the examination paper will be at the discretion of the faculty member.

Rules and Regulations:

- a) Three sets of question papers would be prepared for each subject for conduct of the end of term examination.
- b) Students who remain absent from the test will be awarded “zero” marks and no re-test would be carried out.
- c) Faculty shall be given the answer sheets as the exam finishes. A set of 2 question papers and a List of Students along with the answer sheets should be handed over to him/her.
- d) The result will be declared to the students.
- e) The Semester mark-sheet would indicate all the marks obtained in all the tests and activities as per the weight-age indicated earlier. Corrected mark sheets could be shown to the students after the marks are entered.

Viva Voce:

A Viva Voce for each of the core subject covered during the semester would be conducted during every semester. External faculty / suitably qualified dignitaries from the corporate world would be invited to conduct the Viva. Marks obtained during the Viva would carry a weight-age of 10% towards the overall marks obtained in each subject.

General Guidelines:

- (i) On being shown the corrected mark sheets, if any error of totaling or any questions being omitted from evaluation is observed, the student concerned would put in a written request for redressal.
- (ii) If the observation is found to be correct, the marks would be corrected in the records, after obtaining approval of the Director.
- (iii) Revaluation will be done only in the final term examination and student desiring for revaluation will have to give an application along with the revaluation fees @ Rs. 1000/- per subject to the examination coordinator.

Assessment Rules

General

1. AIMS Institute of Management Studies offer an autonomous Post Graduate Programme (PGP) in management and an UGC recognised MBA course. Examinations conducted by the Institute cater for certification for both PGP and MBA. The MBA is granted by the Punjab Technical University and the examinations are conducted in March and September every year for all the four semesters. These examinations are conducted based on the guidelines issued by the University and are assessed and evaluated through external faculty members directly by the university. Detailed instructions for these examinations including date sheets would be issued separately, as and when received from the University.
2. As far as the PGP is concerned, the evaluation would be carried out internally through the faculty members.

Examinations

- 1 **Conduct of Examinations:** The examination will be held in four semesters, as per the Examination Rules published separately.
- 2 **Minimum Percentage of Attendance:** Students will not be allowed to appear for the term end (semester) examination unless his attendance is minimum 80%.
- 3 **Allowed to Keep Term Rules (ATKT Rules):** Students will be allowed to carry a maximum backlog of four subjects of passing from any one or more semesters. If the backlog is more than the prescribed number, the concerned student will be retained in the same semester. Re – test for backlog subjects will be held only for the end semester written examination. Re-examination fees at the rate of Rs 1000/- per subject would be charged.

Standard of passing:

Every student must secure 50% marks in examination conducted for each of the subject to obtain a pass grade on the Programme.

Grading:

There shall be numerical marking for each subject. At the time of declaration of the final result, the overall marks obtained by a student shall be converted into the grades as shown below.

Grade	Percentage
O	80 and above as “Outstanding”
A+	70 – 79 Less than 80
A	60-70 Less than 70
B+	55-60 Less than 60
B	50-55 Less than 55
F	Below 50

(Grade F stands for failure)

(Fraction to be rounded up to next higher integer)

Note: These Rules should be read in conjunction with the Examination Rules published separately.

PLACEMENT RULES

AIMS Institute of Management Studies PLACEMENT Guidelines & Rules

1.0 Role of Career Management Team:

- 1.1 The role of Career Management Team (CMT) is to provide placement assistance to graduating students. The placement office will endeavor to,
 - 1.1.1 Bring together the students and the potential employing organizations,
 - 1.1.2 Facilitate interactions between the two.
- 1.2 For this purpose, the CMT will correspond with organizations, arrange interviews for students and coordinate various placement activities.
- 1.3 All the final placements will be routed through the Career Management Team (CMT)

2.0 Eligibility:

- 2.1 The students are expected to have a minimum of 85% attendance during the MBA / PGP in each of the subject and allied activities of the college. This is mandatory.
- 2.2 It is mandatory to acquire all certification under the MBA Program and PGP in the stipulated time frame of two years; without any backlogs.
- 2.3 The students will have to attain a minimum of 60% aggregate in both PGP & MBA Program

All graduating students, fulfilling the above mentioned criteria, shall be eligible to a Final Placement offer of Rs. 3 Lacs Per Annum (CTC) unless; otherwise debarred from receiving such assistance on account of,

- 2.1.1 Non-payment of fees or any other dues; and/or
- 2.1.2 Non completion of Summer Internship Project/ other academic requirements; and/or
- 2.1.3 Breach of discipline and general misconduct

3.0 The students are expected to read the profile of the company and understand the requirement of the industry visiting for recruitment process/Summer Projects before registrations. Studying the website of the company and competitive analysis is a must. Any adverse observations of the company in this regard will be viewed seriously.

- 3.1 Interested organizations will visit the institute for Pre-Placement Talk (PPT) to discuss about the prospects in their organizations and probably generate a larger set of applications from the students. **Attending PPTs would be mandatory for a student if he/she wishes his/her application to be forwarded to the respective company, for consideration.**
- 3.2 Interested students will sign up in response to the jobs announced and submit their names to the Career Management Team (CMT) for onward submission to the respective organizations.

4.0 It will be in the interest of all concerned in this program to adhere and support the contents of this note as successful completion of this program will benefit both the Institute and the students.

Final Placement Program

1.0 Application Procedure:

- 1.1 Once the CVs of eligible & interested students are forwarded to the industry based on the registrations, it is mandatory to appear for the PPT and/or Aptitude Test. The students, however, are allowed to opt out after the PPT only (not after Aptitude Test). **Defaulters will be put out of the placement process.**
- 1.2 Once short-listed, it is mandatory for the students to go through the subsequent selection process i.e. GD and PI. **Defaulters will be put out of the placement process.**
- 1.3 Once the registration process is complete and intimated to the industry, the students are not allowed to approach the industry representative under any circumstances.
- 1.4 No applications from students in response to the press advertisements or to the organizations which have not notified the Career Management Team (CMT) about their requirements shall be forwarded by the CMT.
 - 1.4.1 However, students are free to correspond directly with the organizations in response to such press advertisements.
 - 1.4.2 If these organizations announce jobs to the institute's Career Management Team (CMT) at a later date, then the students should inform the Career Management Team (CMT) about their having applied for positions in these organizations earlier.
 - 1.4.3 If a Company has approached the Career Management Team (CMT) or is in the process of approaching the CMT for placements, no student shall approach any of these Companies on their own, as otherwise mentioned above.
- 1.5 The students should submit their names within the prescribed time limit; the CMT will not accept/forward resumes submitted after the deadline.
- 1.6 Students are advised to keep sufficient copies of resume on Executive Bond Papers, recent passport size color photos, etc ready so as to submit it as per deadlines announced.
- 1.7 Sometimes organizations, at the time of their campus interviews, may inform the CMT that they are interested in screening more candidates. Then the Career Management Team (CMT) will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume is, therefore, desirable.
- 1.8 If an organization requests that updated mark sheets to be attached to the resume, CMT shall forward only those resumes with the required information.
- 1.9 Students, if interested, may apply only against specific functional positions announced by the organizations. The Career Management Team (CMT) shall not entertain applications/resumes of students who want to apply for hypothetical positions or for functional areas not announced.
- 1.10 Students with work experience,
 - 1.10.1 Those not interested in applying for management trainee positions, should not apply for such positions with intentions of negotiation for a direct position, location or higher emoluments.
 - 1.10.2 A student ready to accept a management trainee position may apply for such a position. If selected, the offer received shall be counted as a firm offer. Such a student after having been selected shall not argue that he/she wanted to take the position only if the organization offered direct position or higher emoluments, etc. The student shall be automatically excluded from the list of applicants and all other applications made by him/her to any other Company shall stand cancelled.

2.0 Interview Procedure:

- 2.1 Interview schedules as declared by the Career Management Team (CMT) shall be given to the visiting organizations. Thereafter no modifications shall be entertained, except under very unusual circumstances.
- 2.2 Students shall,
- 2.2.1 Keep record of organizations and positions for which they apply.
 - 2.2.2 Keep notes on the job details announced. These are useful at the time of interview.
 - 2.2.3 Prepare them completely for attending the various interviews, particularly in respect of the specific company for which they are appearing.
 - 2.2.4 Maintain the decorum and orderliness while appearing for any of the placement activity.
 - 2.2.5 During the entire selection process right from PPT, Aptitude Test or any other test, Group Discussion and Personal Interview, the students must be formally dressed and report to the location at least 30 minutes before the commencement of any activity.
 - 2.2.6 Each student will be provided up to 3 chances to appear for the personal interviews.
- 2.3 Students shall not, at the time of interview, negotiate with the employer about salary, location, designation and terms different from what is announced, unless the announcement specifies that the salary is negotiable or unless the company did not conduct a PPT, before the interview stage.
- 2.4 While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others. The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed. **Such students may be denied further opportunities of placement interview.**
- 2.5 After the preliminary interview, some organizations may want the selected students to go for a final interview at their headquarters. The CMT shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.
- 2.6 If a student does not appear for interview after registering his/her name, it shall be considered that he/she has forgone the offer unless the absence has been permitted under the clash of interview - clause 2.7.
- 2.7 If two interview timings and dates clash, the student must give precedence to the various interviews as under:

	Nature of Clash	Precedence should be given To
(i)	Between two Preliminary interviews.	Preliminary interview arranged through CMT.
(ii)	Between final interview through the CMT and preliminary/final Interview arranged independently.	Final interview arranged through CMT.
(iii)	Between the preliminary interview through the CMT and the final interview arranged independently.	Written request to be submitted to Placement Head. Decision at the discretion of the Placement Head /Management depending upon the merit of each case.

(iv)	Between a previously scheduled final interview outside campus and interview with an organization to which application was moved after the final interview outside campus was scheduled.	Final interview outside Campus.
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3.0 Withdrawal Procedure:

- 3.1 Students having once applied to an organization shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization under the confines of the due process. ***It is presumed that students would apply for a position after careful consideration of all the relevant aspects.***
- 3.2 Only in exceptional circumstances, shall a student be permitted to withdraw from the selection procedure of attending preliminary interview if short listed by the organization, i.e. if,
 - 3.2.1 He/she explains in writing to the Placement Head full reasons for and unusual circumstances that need his/her withdrawal along with supportive proof, and that the Placement Head accepts these as truly exceptional and legitimate grounds for withdrawal, and
 - 3.2.2 The Placement Head is of the view that the interviewing organization would not feel offended, and
 - 3.2.3 It might be necessary for the student to meet personally the organization's executive and explain the reasons why he/she does not wish to be considered further by the organization. The same will be routed through the CMT.

4.0 Offers:

- 4.1 The students are permitted to receive a maximum of one job offer only.
- 4.2 All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the CMT only.
- 4.3 The students shall not,
 - 4.3.1 Request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
 - 4.3.2 Request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization.

Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.
- 4.4 All organizations shall be intimated about the rules of the CMT before the interviews commence.
- 4.5 Once selected, the students are to join as per the company's schedule, subject to approval from CMT. Upon joining, students are expected to behave & follow the rules and regulations of the company. Should there be any complaint received from the company against any student, it will be severely viewed and strict disciplinary actions will be taken against the erring students

5.0 Shortlisting:

- 5.1 Companies will do shortlisting of students themselves on the basis of information provided by the students in their applications.
- 5.2 In case a company insists on shortlisting to be done by the institute without explicitly citing any criteria, it will be done on the basis of percentages of first two terms and Summer Internship Project.
- 5.3 In case a Banking / Investment company wishes to recruit for a MT profile and willing to consider students from Marketing and Finance specialization also, students from Banking and Insurance will not be given any preference unless there are clear instructions from the company.
- 5.4 In case a student is short-listed on the basis of Brochure or CV sent by the CMT and he is not keen on the position, he will have to give the reason for the same in writing; and maximum three times a candidate can refuse to avail the opportunity provided by the institute. The moment he refuses to sit for the interview for third time, he will be **out of the placement process**.

6.0 Miscellaneous:

- Career Management Team (CMT) shall aim to find suitable jobs for all graduating students. Placement is a facility extended to the students not right.
- These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the CMT shall abide by the guidelines prescribed herein above.
- **During the Internship program, all the expenses including conveyance, lodging & boarding will be borne by the students.**
- Any breach of rules specified above by any student, shall be:
 - Taken up seriously by the Placement Committee who in turn will view the matter and take action against the student, as it may deem fit.
 - Apart from existing penalties, the concerned student will be blacklisted and debarred from receiving the Institute's Diplomas, from the membership of the Alumni Association, and any other action that the Placement Committee deems necessary and in keeping with the gravity of the violation.
- Students shall not try to gain unauthorized access to communications regarding placements from the Institute's administrative system like the CMT, Dispatch and Fax office.
- Students shall not approach the visiting executives, either formally or informally, or in any way communicate with organizations regarding job opportunities announced by the Placement Committee. If a student does so without prior permission of the Placement In-charge he/she may be denied further placement assistance.
- If, in the judgment of the Placement Committee, a student has behaved in a manner unbecoming of a graduate of the institute, the Committee would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.
- The Placement Committee reserves the right of modifying any or all of the above norms and/or stipulating additional norms for permanent placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- Final authority in case of any dispute would be the Senior Advisors of the Campus and their decision will be final.

All the above mentioned rules are to be strictly followed. Disciplinary actions, including, debarment will be taken against the students in case of violation of any of the rules