

PGDM & MCA STUDENTS' CODE OF CONDUCT



JAGRAN INSTITUTE OF MANAGEMENT

An Autonomous Institute approved by AICTE, Ministry of HRD, (Govt. of India)
Affiliated to Dr. APJ Abdul Kalam Technical University - Lucknow

BUILDING | PROFESSIONAL | COMPETENCIES

Dear Friends,

Welcome to the student community of Jagran Institute of Management. We are happy to be part of your professional journey.

As student we expect you to read the code of conduct, guideline carefully and follow the same.

You should sign the form/undertaking given at the back of this booklet and submit the same in the office within a week's time.

CODE OF CONDUCT

GENERAL

1. It is compulsory for all the students to wear their Identity Card.
2. It is compulsory for all the students to follow the Institution dress code as provided by the institute and wear formal shoes.
3. It is expected that students should follow and adhere to Institute timing religiously from (8:00 AM to 5:00 PM).
4. Smoking and chewing pan masala inside the campus is strictly punishable.
5. Restricted use of Mobile Phone is permissible only during recess, however, in classroom and computer lab, mobile phones are strictly prohibited.
6. You are expected to read the notice board and check your e-mail frequently to keep yourself updated for all the development and information.
7. You are fully responsible for your belongings (Laptops/ Wallet/Mobile etc).
8. It is expected from all the students to behave and communicate professionally in the campus.

ATTENDANCE

1. As per the norms of AICTE and AKTU, the students are expected to maintain >75% class attendance and participation.
2. Students can apply for leave (as per the prescribed format available at the website) & get it sanctioned from the PGDM or MCA program coordinator before going on leave.
3. Students having attendance short will be restricted for appearing in their Internal and external examination.
4. For any extraordinary absence, a student has to be report to the Institute immediately to avoid disciplinary action.

5. If a student has less than 75% attendance in a course, he/she will be debarred from the End-Semester Examination for the course and can only be allowed to appear in the examination as per the institute rules and guidelines.
6. We encourage planned leaves rather than ad-hoc leaves.
7. Students participation in Seminars, Presentation and Assessment Test and Comprehensive Viva is COMPULSSORY.
8. Leave during the Trimester or Semester should be avoided.

MINIMUM ACADEMIC REQUIREMENT

1. PGDM

- a) 75% of class attendance during the academic year is compulsory
- b) 50% qualifying marks (Minimum) in each course (Internal & External Assessment seperately. Refer page 3

2. MCA

- a) Should not have 4 or more back papers at any stage during the program. The student can, however, seek re-admission. In such a case, the rules and regulations governing the new admissions will apply.
- b) 50% qualifying marks (Minimum) in each subject .

CONTINUOUS ASSESSMENT

PGDM

1. Student academic Performance is continuously assessed throughout the Trimester with the help of instruments that includes assignments, projects followed by Mid Term and End Term written examination.
2. Student has to obtain minimum 50% marks in Internal and External assessment individually
3. If student fails in any subject even after considering the grace marks then he/she will have to appear for a Back Paper examination by paying specified fee.

INSTRUMENTS OF ASSESSMENT	WEIGHTAGE (60 Marks)
---------------------------	-----------------------

INTERNAL ASSESSMENT	
---------------------	--

Mid Term Assignment	25
End Term Assignment	25
Class Attendance /Participation	10
Total	60

EXTERNAL ASSESSMENT	WEIGHTAGE (90 Marks)
---------------------	-----------------------

Mid Term Exam	30
End Term Exam	30
Comprehensive End Term Viva	30
Total	90

GENERAL CONDUCT

Students are expected to maintain discipline at all times. Non-compliance to the code of conduct of the institute may lead to disciplinary action.

Below mention activities are strictly prohibited:

- Obstruction or disruption of teaching, administration, seminar, class discussion and other activities .
- Permitting unauthorized entry or use of campus facilities by outsiders
- Disorderly conduct or obscene conduct or expressions.
- Forgery, alteration or misuse of JIM documents, records or letterheads.
- Cheating or copying in any assessments components.
- Not maintaining the cleanliness in the campus.
- Damage/Pilferage of JIM property.
- Involvement in any altercations/fights etc.
- Consumption of alcoholic beverages/drugs.
- Violating the rules of computer lab, and library as prescribed from time to time. In extreme cases the above mentioned behaviour may result in termination of the students from the program.
- Violating examination code of conduct. The integrity and fairness in the examinations of paramount importance for an institution and the students are expected to strictly adhere the guidelines prescribed for appearing in the examination.

RAGGING

The Institute strictly and severely prohibits students from indulging in any activity which can be termed as ragging.

Any student indulging in ragging will be severely dealt with. The definition of ragging and the punishments are enumerated below.

Any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or in disciplined activities which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or junior student.

The cause of indulging in ragging is deriving a sadistic pleasure showing of power, authority or superiority by the seniors over their juniors or freshers. Any one indulging in ragging is likely to be punished appropriately, for which punishment may include expulsion/suspension from the institute or classes for a limited period or fine with apology.

The punishment may also take shape of:

- (i) Withholding scholarship or other benefits.
- (ii) Debarring from representation in college events.
- (iii) Withholding result.
- (iv) Suspension or expulsion from hostel and the like

The following criminal activities can be categorized under ragging (especially if they take place inside a school or college)

1. Unlawful Coercion
2. Criminal Intimidation
3. Assault
4. Murder

Ragging, if it becomes unmanageable or amounts to a cognizable offence, the same may be reported to the police.

Any case of ragging should be reported to anti-ragging committee.

FEE SCHEDULE - PGDM

1. The Fee has to be paid as per schedule given below

Instalment	Due Date	Last Date
I)	At the time of admission	
II)	1 st November	10 th November
III)	1 st January	10 th January
IV)	1 st July	10 th July
V)	1 st November	10 th November
VI)	1 st January	15 th January

2. Late Fee @ Rs 20 /- per day will be Charged.
3. Non payment of fee as per the due dates as mentioned above will reserve the right in favour of the institute
- Course Termination
 - Re-Admission to the course by paying registration fee.
 - Fee should be paid directly into the bank using fee pay-in slip available with the administrative staff.

FEE SCHEDULE - MCA

1. The Fee has to be paid as per schedule given below :

Instalment	Due Date	Last Date
I)	At the time of admission	
II)	1 st January	15 th January
III)	1 st July	15 th July
IV)	1 st January	15 th January
V)	1 st July	15 th July
VI)	1 st January	15 th January

2. Late Fee @ Rs 20 /- per day will be Charged.
3. Non payment of fee as per the due dates as mentioned above will reserve the right in favour of the institute
- Course Termination
 - Re-Admission to the course by paying registration fee.
 - Fee should be paid directly into the bank using fee pay-in slip available with the administrative staff

STUDENT'S UNDERTAKING

I have carefully, understood the Rules and Regulations of the institute (particularly regarding ragging).

I.....solemnly undertake that I will comply with rules and regulations .

If I fail to comply with the rules and regulation of the institute as prescribed in the booklet then I shall abide by the disciplinary action taken by the institute against me as deemed fit.

Student Signature :

Date :

GUARDIAN'S UNDERTAKING

I.....Father/Mother of Mr./Ms...
..... solemnly undertake that my ward
Mr./Ms..... will comply with rules and regulations as prescribed.

If he/she fails to comply with the rules and regulation of the institute as prescribed in the booklet then he/she shall be liable for the consequences for the disciplinary action taken by the institute against him/her as deemed fit.

Guardian's Signature :

Date :

SCHOLARSHIP APPLICATION PROCESS

Uttar Pradesh Government under the sponsorship of Samaj Kalyan Vibhag, UP offer the Post- Matric Scholarship for the students.

The residents or domicile of Uttar Pradesh who are studying in the State Educational Institutions such as Universities, Colleges & schools are applicable to fill the Online Scholarship Application Forms for the scholarship & fee reimbursement.

The applicants who belong to the weaker section of the society, come under BPL categories, regardless of the category to which they pertain may apply for the scholarships.

Eligibility Criteria for UP Post - Matric Scholarship :

1. The students having the domicile of Uttar Pradesh are eligible for Post- Matric scholarship.
2. The students' family income should not be more than Rs. Two Lacs (2,00,000/-) per annum.
3. The students must be enrolled in a higher education institution in the colleges registered in the UP Scholarship Master Data.

Award of U.P. Post - Matric Scholarship

The selected candidates will be awarded with the scholarship amount, as per U.P. Govt. rules and will be paid through e-payment by PFMS (Public Financial Management System) in the bank account of students, which they mentioned in the online application form, if the scholarship application form is short listed. The amount will be paid in their respective savings bank accounts.

How to Apply for U.P Post Matric Scholarship

1. Online application form is needed to be filled by the candidate for U.P. Post Matric Scholarship through website <http://scholarship.up.nic.in>
2. After successful completion of the scholarship form, the applicant will be provided with Registration No.
3. Student must submit this application form and take the print out of online submitted application form for future use.
4. After 7 days of filling of scholarship form, the applicant should require to submit all the supportive documents, which must be self- attested along with the application form to their respective institutes.
5. On scrutinization of application form, the institutes will forward it to the concerned authority.
6. Individual submission of application form is not accepted.

Document Required for Applying to Scholarship

Educational qualification certificates, Caste Certificate, Income Certificate, Domicile Certificate, Aadhar Card

The applicants will receive SMS on their registered mobile time to time regarding the progress of their application as regard to the submission of application forms, the forwarding by the respective Institutions after verifying their details, the acceptance of their scholarship application and after the money is transferred in their accounts.

NOTE : Above mentioned regulations are subject to change as per the Samaj Kalyan Vibag Uttar Pradesh

10 Years

OF ACADEMIC BRILLIANCE & PLACEMENT EXCELLENCE



JAGRAN INSTITUTE OF MANAGEMENT

620, W Block, Saket Nagar, Kanpur - 2080 14

Ph. No. : 0512-2601126, 9696453515, 9696252274

Email : admin@jimkanpur.ac.in | Website : www.jimkanpur.ac.in