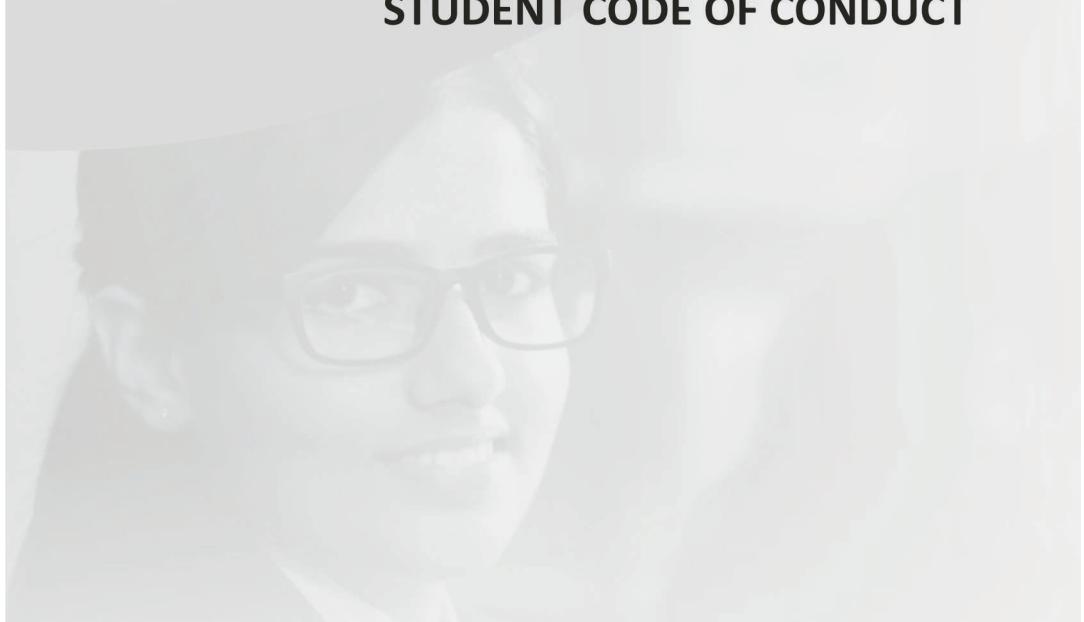




MBA & MCA STUDENT CODE OF CONDUCT



JAGRAN INSTITUTE OF MANAGEMENT

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

BUILDING | PROFESSIONAL | COMPETENCIES

Student Code of Conduct

Dear Students,

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 conducts and guidelines 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.

CODE OF CONDUCT

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.
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.
9. If any untoward incident happens outside the institute premises, it shall not fall under the jurisdiction of the institute.
10. If students are found indulging themselves in any unscrupulous or unlawful activities inside the premises of institute, they shall be found guilty and liable for any disciplinary action as deemed fit by the institute under the code of conduct rules.
11. The institute reserves the right to take strict disciplinary action leading to the suspension or expulsion of the student.
12. No students shall be allowed to bring outsider inside the premises of institute without obtaining prior permission of the competent Authority.

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 behavior 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.

FEE SCHEDULE - MBA & MCA

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

Installment

- Admission amount at the time of admission.
- 1st Installment - 10 Day's Before the commencement of session.
- 11nd Installment - Month of February (11nd Year of the course).
- 111rd Installment - Months of August (11nd Year of the course).

2. Late fee's will be charged as per the Policy.
3. Non payment of fee as per the due dates as mentioned above will reserve the right in favour of the institute.
 - a. Course Termination.
 - b. Re-Admission to the course by paying registration fee.

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 admin department) & get it sanctioned from the MBA or MCA program coordinator before going on leave.
3. Students having attendance short will be restricted for appearing in their Internal and external examinations.
4. Students' participation in Seminars, Conferences and Assessment Test and Comprehensive Viva is COMPULSORY.

MINIMUM ACADEMIC REQUIREMENT (MBA & MCA)

For promotion from first year to II year the student has to secure at least 50% credits in the first year (combining I and II semester) including theory and practical credits.

For passing semester a student has to secure minimum of 30% of the maximum marks in Theory Subject prescribed in the University Examination and 40% of marks in the aggregate marks in the subject including sessional marks.

For a Pass in a Project Reports / Viva voce examination / Comprehensive Viva Voce, a student shall secure a minimum of 50% marks of the maximum marks prescribed by the University Examination in the relevant Practical/Internship/Project/Viva voce marks.

For more information please login www.aktu.ac.in.

INSTRUMENTS OF ASSESSMENT

INTERNAL ASSESSMENT	WEIGHTAGE (50 Marks)
CT 1	15
CT 2	15
Class Attendance / Assignments	20
	Total 50
EXTERNAL ASSESSMENT	WEIGHTAGE (100 Marks)
External Exam	100
	Total 100

RAGGING

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

Any student founded 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 fresher's. 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.

U.P. POST METRIC (SAMAJ KALYAN VIBHAG)

SCHOLARSHIP APPLICATION PROCESS

Uttar Pradesh Government under the sponsorship of Samaj Kalyan Vibhag, UP offer the Post- Metric 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 eligible 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 - Metric Scholarship: (as per website <http://scholarship.up.gov.in>)

1. The students having the domicile of Uttar Pradesh are eligible for Post- Metric scholarship.
2. The students' family income should not be more than Rs. Two Lacs fifty thousand (2,50,000/-) 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) directly in the students respective savings bank accounts as per the instructions given by the students in their in the application form.

How to Apply for U.P Post Metric Scholarship

1. Online application form is needed to be filled by the candidate for U.P. Post Metric 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 submitting 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

Copy of bank A/C Passbooks

Copy of last year qualifying exams result

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

STUDENT 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 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 :

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