



**Jagan Institute of Management Studies**  
3, Institutional Area, Sector-5, Rohini, Delhi-110085

## **Policy and Procedures**

### **GENERAL GUIDELINES**

- i. The students are required to read the General information, Rules & Regulations, Course structure thoroughly.
- ii. **Students are required to check the daily/weekly time table / classrooms in the notice board / e-mails / academic portal.**
- iii. They should provide updated contact details (address / e-mail / phone, etc.) to the Dean's office / Placement department.
- iv. **They are required to register themselves for the group mail id in the Dean's office and go through their mails daily for important Circulars / Notices.**
- v. In case of any Assistance / Query students may contact Program Incharge's Office.



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## **CODE OF CONDUCT FOR THE STUDENTS**

(IN CLASSROOM & IN CAMPUS)

1. Students are required to be seated in their class rooms 5 minutes before the commencement of the class. Entry will not be permitted once the class has started.
2. Attendance in all the co-curricular activities is compulsory. Absence without prior permission shall invite penal action.
3. Asking for or giving proxy for attendance is forbidden, and shall be considered a severe breach of code of conduct.
4. Students are not permitted to leave the classroom in the middle of a session. If a student feels the necessity to leave the classroom owing to an emergency then it is incumbent on the student to obtain permission of the faculty conducting the session.
5. Use of mobile phones in the classroom, library and computer labs is strictly prohibited.
- 6. If anybody is found using the mobile inside the classroom/lab/library in the 1<sup>st</sup> instance the mobile along with the sim card would be confiscated for a period of 7 days and in the 2<sup>nd</sup> instance the mobile along with the sim card would be confiscated for a period of 15 days. If anybody is caught 3<sup>rd</sup> time then he would be suspended from the classroom/lab/library for the whole trimester.**
7. Students are required to carry their identity cards at all times for the purpose of identification.
8. Ragging in any form within or outside the campus is a cognizable offence. Any one indulging in ragging shall be severely punished.
9. The dress code for all co-curricular activities such as Seminars, Guest Lectures, Workshop, Industrial Visits and Placement related activities, etc. where interaction shall be with the industry representative, is Corporate Suits. Otherwise during classes / normal working days, students are expected to be in the formal dress.
10. Students are expected to conduct themselves as responsible citizens of India.
11. Smoking / Drinking Alcohol / Non-Vegetarian food are strictly prohibited within the campus.



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12. Students are not expected to indulge in any argument / quarrel with staff, helpers, faculty, etc.
13. They are expected to maintain the decorum of the academic institution by not indulging in any unlawful or undignified activities.

All the rules and regulations of the Institute are compulsory for the students, failing which their cases shall be reported to the Managing Committee of the Institute for severe action, which may include even expulsion from the Institute.

## **ATTENDANCE RULES**

- a. Every student is required to ensure 100% attendance in all courses, tutorials, co-curricular, other activities arranged by the institute. However, on account of any emergency conditions, the attendance requirement for appearing in the examination of a course may be reduced to a minimum of 75% in aggregate of the classes held with the permission of the Dean/Director.
- b. In case, a student is unable to attain **minimum 75% attendance in aggregate, appropriate action shall be taken against him / her. However students with attendance below 60% in aggregate will not be allowed to appear in the examination and will be awarded a grade of fail in that trimester.**
- c. If a student is found to be continuously absent from the classes without any information for a period of more than 10 days, the name of such a student may be struck off from the rolls without any prior notice. Such a student may, however, be re-admitted with the permission of the Dean/ Director and on payment of prescribed re-admission fee.
- d. Participation in Live Projects, academic/extracurricular activities within/outside JIMS, shall be suitably compensated in attendance. However for that prior approval of Dean/Director shall be required.

*(Detailed attendance rules are available with the respective programme Deans)*