MMBGIMS Student Handbook

About Institute

Established with a vision to nurture future business leaders and socially responsible professionals, Maratha Mandir's Babasaheb Gawde Institute of Management Studies (MMBGIMS) is one of the reputed management institutes in Mumbai. The institute has been contributing to quality management education for more than two decades and is known for its academic excellence, industry-oriented curriculum, and holistic student development approach.

Approved by AICTE, affiliated with the University of Mumbai, and accredited with a B++ Grade by NAAC, MMBGIMS offers management programs designed to bridge the gap between academic learning and industry requirements. The institute focuses on creating competent professionals equipped with leadership qualities, ethical values, communication skills, and practical business knowledge.

Located in the heart of Mumbai, MMBGIMS provides a dynamic learning environment supported by experienced faculty members, modern infrastructure, Wi-Fi enabled campus facilities, a well-stocked library, industry interaction sessions, seminars, workshops, live projects, and corporate engagement activities. The institute strongly emphasizes experiential learning through case studies, presentations, internships, guest lectures, and industry exposure programs.

MMBGIMS has developed strong industry connections and an active placement support system that helps students secure opportunities across sectors such as banking, finance, marketing, HR, analytics, consulting, insurance, IT, and corporate services. Leading recruiters from reputed organizations regularly participate in campus placements and internship drives.

The institute also encourages research, innovation, entrepreneurship, social responsibility, and extracurricular participation through various student committees, cultural activities, conferences, community outreach initiatives, and professional development programs. With a growing alumni network and a commitment to academic and professional excellence, MMBGIMS continues to shape future-ready management professionals capable of contributing effectively to the corporate world and society.

Director

Dr Samadhan Khamkar

People of the Institution

Understanding the roles and responsibilities of various authorities and departments within the institute helps students communicate effectively and seek guidance whenever required. The following section provides an overview of the key administrative and academic functionaries at the institute.

Management

The Management is responsible for the overall vision, governance, policy formulation, and strategic development of the institute. It ensures that the institution maintains high academic standards, ethical practices, and continuous growth in line with educational and industry requirements.

Director / Head of the Institute

The Director serves as the academic and administrative head of the institute. The Director oversees institutional planning, academic quality, student welfare initiatives, industry collaborations, faculty development, and overall institutional functioning.

Students may approach the Director regarding:

- Academic guidance
- Institutional policies
- Student welfare concerns
- Discipline and grievance matters
- Suggestions for institutional improvement

Committee Discussion

Respective Committee manage the day-to-day academic operations of various courses and semesters. They act as a bridge between students, faculty members, and the administration.

Their responsibilities include:

- Academic scheduling
- Attendance monitoring
- Internal assessments
- Examination coordination
- Student mentoring
- Academic counselling

Students should contact the Committee Heads or Members of Committee for routine academic matters and course-related concerns.

Faculty Members

Faculty members are responsible for teaching, mentoring, research guidance, and student development. They support students academically and encourage participation in projects, presentations, research activities, and industry engagement programs.

Students are encouraged to maintain regular communication with faculty members for:

- Subject clarification
- Academic support
- Career guidance
- Project supervision
- Research assistance

Examination Department

The Examination Department manages all examination-related activities including:

- Examination schedules
- Internal and external assessments
- Hall tickets
- Result processing
- University examination coordination

Students should regularly check official notices and communicate with the examination department regarding examination-related queries.

Training and Placement Cell

The Training and Placement Cell facilitates internships, placement opportunities, corporate interactions, skill development sessions, aptitude training, and career guidance programs.

The cell assists students in:

- Resume preparation
- Interview readiness
- Internship opportunities
- Campus placement activities
- Corporate networking

Students are expected to actively participate in placement-related activities and maintain professional conduct throughout the placement process.

Library Department

The library supports academic and research activities by providing access to books, journals, reference materials, digital resources, and study facilities.

Students are expected to:

- Follow library rules and discipline
- Return books within the prescribed period
- Maintain silence and decorum
- Use library resources responsibly

Administrative Office

The Administrative Office handles student-related administrative services including:

- Admissions
- Fee-related matters
- Bonafide certificates
- Identity cards
- Official documentation
- Student Concession form

Students should contact the administrative office for institutional documentation and administrative support.

Information Technology (IT) Support

- Computer laboratory access
- Internet facilities
- Learning management systems
- Technical support for institutional platforms

Students are encouraged to use digital resources responsibly and follow institutional IT policies.

Student Council and Committees

Student committees and councils provide opportunities for leadership, teamwork, event management, and student engagement. Various committees may include:

- Cultural Committee
- Sports Committee
- Placement Committee
- Research Committee
- Social Responsibility Cell

- Entrepreneurship Cell
- Green Club
- Club Activities
- Student Development Committee
- IIC Committee

Participation in these activities contributes to holistic personality development and professional growth.

Anti-Ragging Committee

The institute maintains a strict zero-tolerance policy towards ragging. The Anti-Ragging Committee ensures a safe, respectful, and inclusive campus environment for all students.

Any incident of ragging, harassment, or misconduct should be immediately reported to the concerned authorities.

Internal Complaints Committee (ICC)

The Internal Complaints Committee addresses issues related to harassment, gender sensitivity, and student safety. The committee works towards maintaining a secure and respectful institutional environment.

Students are encouraged to report concerns without hesitation and seek appropriate support whenever required.

Counselling and Student Support

The institute supports students through mentoring, counselling, and guidance services aimed at academic success, emotional well-being, and personal development.

Students are encouraged to seek support whenever necessary to ensure a positive and productive learning experience.

General Guidelines

1. The students of the Institute are to conduct themselves in a disciplined and exemplary manner so as to maintain the reputation of the institute as well as their own.
2. Students shall not organize or convene any meetings or take part in any possession in around the campus without the prior written permission from the Principal / Director. Similarly, no notice/ brochure / poster / booklet /banner / C.D etc. should be exhibited or circulated on the campus without prior permission. Political activity of any sort is strictly banned on the campus. Collection of money from students for any purpose (shall not be done from any students inside the campus) is strictly prohibited. Any pooling of money for common purpose shall be done with the explicit permission from the Principal/ Director.
3. Students must not loiter in the Institute premises or cause disturbances to fellow students by moving or talking loudly in the corridors, staircases etc. when the classes are in progress. Free time should be best spent in the Institute library.
4. Students should cultivate the habit of reading notices put on the Institute notice board or sent through email/teams. Ignorance of any instructions as contained in the notice will not be accepted as an excuse for failing to comply with it. Whatsapp communication is prohibited
5. The following commissions and omissions on the part of the students will constitute breach of discipline and will be severely dealt with: -
   Absence without prior permission from the mentor
   a. Mass absence from classes.
   b. Drunkenness
   c. Damage to the property of the Institution.
   d. Violent or disorderly behaviour.
   e. Theft/fraud/dishonesty.
   f. Copying of any form in assignments or in examinations.
   g. Smoking within the campus.
   h. Impersonation or proxy submission of assignments, reports and other documents to the faculty.
   i. Dress code Violations in any form will not be entertained.
   j. Non-Submission of assignments will have direct impact on the academic credential of the student.
   k. Disobedience in any form such as not meeting deadlines, not following instructions from Director/HOD/Faculty Members and other MMBGIMS officials.
   l. Any form of misbehaviour inside MMBGIMS or outside while representing MMBGIMS (Students participating in intercollegiate events should behave decently to keep up the dignity and reputation of the Institute.) will not be entertained.

Attendance and Leave Rules

1. The Institute expects punctuality and regular attendance from the students during all Class Sessions. Absence from class may result in loss of internal marks.
2. Absence without permission is considered a serious breach of discipline and the students liable to disciplinary action.
3. Continuous absence for a period of more than 3 days without prior permission of Mentor/ Dean/ Director will result in disciplinary action.
4. For absence due to illness, the leave application should be supported by a medical certificate issued by a registered medical practitioner, MBBS.
5. All the leave applications must be countersigned by Parent/Guardian before forwarding to the Director, application to be checked and signed by mentor and Discipline committee then hand over to office.
6. Students will be allowed to enter the classroom with a buffer of 10 minutes as exception. Regular Buffer won't be provided.
7. Students are not permitted to leave from an ongoing class unless permission from the class faculty/Dean/ Director.
8. Students are not allowed to spend time with any other faculty during normal class hours unless prior explicit permission has been obtained from the faculty who is engaging the session during that time.
9. Students are not allowed to sit in canteen or work on projects in IT lab during the lectures.
10. No student shall be allowed to appear for the University examination, of a course if he or she has not secured minimum 75% of attendance for each course during the semester. However, the institute expects each student to have not less than 90% attendance in each semester.
11. You are expected to track your attendance in the online application provided by institute known as campus orbit.
12. You are expected to inform the Mentor, dean and director through application about any participation in intercollegiate events of other institutions well in advance on email copying it to events committee.
13. Attendance for one lecture and absence for others will invite disciplinary action.
14. In case of emergencies students shall apply for leave and intimate the respective mentors. Unauthorized absence will invite a disciplinary action.

Examination Guidelines (Code of Conduct for Examination)

1. Students shall be admitted to the examination hall ten minutes before the scheduled start of the examination.
2. A student shall not be allowed to enter the exam hall after 30 minutes of the commencement of the exam. Students shall not be permitted to leave the examination in the first thirty minutes of the examination duration.
3. Any student found having in his/her possession or using any unauthorized materials or paper shall be considered as an academic misconduct. A Supervisor, Invigilator, or Examiner has the authority to confiscate such documents, and the unfair means committee will impose appropriate action.
4. No Student shall take into an examination hall any electronic gadgets unless specifically authorized. A Supervisor, Invigilator or Exam In-charge has the authority to confiscate such unauthorized items. Simple type calculator is allowed for use in college examinations.
5. Students shall not take any paper from an examination hall except the question paper.
6. No student shall communicate with any other student during an examination session. Students shall maintain perfect silence and attend to their papers only. gesticulation or disturbance in the examination hall shall be deemed as a violation.
7. Students shall not leave their places during a session examination except with the consent of the Supervisor or the Invigilator.
8. Students should wear college I-Card and college uniform; students are not allowed for examination with any other dress or fancy dress.
9. A Student who acts in such a way causing disturbance or inconvenience to other students shall be warned and may, at the discretion of the Supervisor or Invigilator either be required to change seat or be dismissed from the session.
10. There shall be other rules which will be announced at the exam hall.
11. Violation of any of the rules of conduct of examination will be viewed as a serious offence and will result in all or any of the punishments such as cancellation/disqualification of all examinations, suspension/expulsion, or any other appropriate punishment as per the discretion of the Director.
12. Malpractice in University examination will lead to disciplinary action as per the norms of University of Mumbai.
13. For Examination Queries you are expected to contact Exam Controller.

Anti Ragging Policy:

1. Ragging of any kind is strictly prohibited on the campus. Ragging is considered as an inhuman and heinous crime, and any student found guilty would be expelled from the institute after due investigation. Criminal prosecution procedures would be filed against guilty, if necessary.
2. Any such things shall be brought to the notice of Disciplinary and Anti-ragging committee.

UGC on Ragging (UGC Notification No.Fl-16/2007 (CPP-II) April 2009

Ragging means the following:

1. A conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such students 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 physique or psyche of a fresher or a junior student.
2. Every student of this Institute is required to possess and wear an Identity Card with his/ her passport size photo affixed and signature attested by the Principal / Director. Since duplicate copy of I.D Cards is not normally issued, the students are advised to keep their I.D Cards safely.
3. Redressed of any grievance is by mutual discussion or arbitration only. No student or parent shall demonstrate against the Management on any ground, nor shall they go for any legal action against the Principal / Director or the Management.
4. Noncompliance with the rules of the Institute will attract, suitable fines, apart from other punitive measure.
5. Decisions on matters not covered by the existing rules are at the absolute discretion of the Director.

5. DRESS CODE AND GROOMING POLICY

The Institute expects students to maintain a neat, disciplined, and professional appearance that reflects the standards of the academic and corporate environment.

Common Guidelines (Applicable to All Students)

1. Students must wear the prescribed Institute Uniform on all working days, examinations, presentations, seminars, guest lectures, industrial visits, placement activities, and official functions.
2. The uniform must be clean, properly ironed, and worn in a professional manner.
3. Students must always display a valid Institute Identity Card while on campus.
4. Students are expected to maintain proper personal hygiene and professional grooming standards.
5. Footwear and accessories should be formal, decent, and appropriate to the uniform.
6. On designated Business Casual Days, students may wear neat and professional smart casual attire as permitted by the Institute.
7. Violation of the Dress Code Policy may result in disciplinary action.

Guidelines for Male Students

1. Male students shall wear:
    - Prescribed Institute Uniform
    - Formal full-length trousers
    - Formal shirt
    - Formal shoes with socks
2. Hair, beard, and moustache should be neat, clean, and professionally maintained.
3. Overall appearance should reflect discipline and professionalism.

Guidelines for Female Students

1. Female students shall wear:
    - Prescribed Institute Uniform
    - Formal footwear appropriate to the uniform
2. Hair should be neat and professionally maintained.
3. Accessories and overall appearance should be simple, decent, and professional.

Business Casual Dress Code- Saturday (If Applicable)

On designated Business Casual Days, students may wear neat, modest, and professional smart casual attire suitable for an academic and corporate environment.

The Institute reserves the right to mandate formal uniform on any day for academic or official purposes.

Non-Compliance

The institute is confident that each student will use their best judgement when maintaining the appropriate attire and appearance. Management reserves the right to determine appropriateness. A student, whose attire is not consistent with these guidelines, may be cautioned to pay closer attention to their choice of clothes or in severe cases may be sent home to change clothes by the decision taken by the Discipline committee. If a student is warned regarding unacceptable attire and/or sent home three (3) times, a written warning will be issued and placed on records. Continued disregard of the policy may be cause for further disciplinary action, up to and including suspension.

Mobile Phone Policy

The use of mobile phones, laptops, smart devices, or other electronic gadgets during classroom sessions is prohibited unless specifically permitted by the faculty member for academic purposes.

Any unauthorized use of electronic devices during class may result in disciplinary action as follows:

- **First Instance:** A warning will be issued by the faculty member. The student shall submit an apology letter to the Discipline Committee through the concerned faculty member.
- **Second Instance:** A fine of Rs. 500/- will be imposed. The matter will be reported to the Mentor and Discipline Committee. The student shall submit an apology letter addressed to the Director.
- **Third Instance:** Parents/Guardians will be called for a meeting with the Director. The device will be confiscated and retained by the Administration until the parent/guardian meets the Director. The matter will also be referred to the Discipline Committee for further action.

The Institute reserves the right to take appropriate disciplinary action in cases of repeated violations or misconduct.

Campus Policy

1. Always wear your I-card in College/Institute.
2. You will maintain utmost discipline as per the direction of the organizational authorities, Head of the Institution/College.
3. You can access our Internet Lab and Library in the campus before and after your classes as per the timetable displayed.
4. It is necessary to have your ID Card with you, when you are using Library/Reading room in the campus.
5. It is mandatory to maintain silence, hygiene and cleanliness in the campus.
6. In case of damage to property or equipment's of the Institute by you, you will be liable for fine (full cost recovery) as per the norms of the Institute/College.
7. Ragging, smoking, use of mobiles, consumption of tobacco, consumption of alcoholic drinks/drugs is strictly prohibited in the campus, hostel and vicinity of the campus. Stringent actions will be taken against those who will indulge in such activities.
8. You will abide by the rules and directions of the Institute/College for dress code and uniforms. Uniform is compulsory during all classes, seminars, guest lecturers & visits. College uniform & wearing of College Id card is mandatory on all days when you are in campus.
9. You should not indulge in thefts, mal-practices in exams and tests, sexual miss-conducts inside or outside the Institute/College. In case of violation of norms insubordination or any other offences, the students will be liable for punishment as per the norms of the Institutes and local competent authority.

10. You will not carry any valuables like Jewellery/laptop etc. in the institute/college campus. In case you carry such items, it shall be entirely at your own risk and responsibility.
11. You will lock and park your vehicle properly at the designated place at your own risk.
12. You will not indulge in any kind of wrong social sites & will follow all the rules & regulation of the Information Technology policies. Strict action will be taken against the Students and Parents if found violating the policies.
13. It is your responsibility to read notices on the notice boards, MS Teams for online Notices and Campus orbit application for the latest activities/ instructions by the Institution/College.
14. You will bear moral, ethical & proper conduct during your tenure at MMBGIMS.

Academics Policy:

1. You are required to submit assignments, appear for Internal Exams, Field Work, and Project etc. as per the stipulated time and norms of the program and the Institute/College subject to satisfactory attendance requirements. Please refer to the Institute's/ College notice boards for schedules/ MS Teams for online notice and schedules.
2. You are not allowed to undertake any type of jobs (full-time/part-time) - at the cost of your health, attendance, academics.
3. You will maintain your own records & personal file about admission, fee receipt, prospectus, industry visit reports, guest lecture notes etc.
4. You will have to take permission in writing from the concerned Director of the Institution /College for leave. If you leave without permission, you will be liable for punishment. Regular absenteeism without informing may lead to cancellation of admission.
5. All students must complete their homework / assignments given by the faculty and submit the same before deadline date.
6. College conducts various co-curricular, cultural and extracurricular activities in the college round the year and your participation in the same is mandatory for your overall holistic development.

LIBRARY POLICY

The library is a learning resource centre intended to support academic excellence, research, and self-learning. Students are expected to maintain discipline, silence, and proper conduct within the library premises.

General Rules

1. Students must carry and produce a valid Institute Identity Card while using the library.
2. Complete silence and discipline shall be always maintained in the library.
3. Mobile phones must be kept on silent mode within the library premises.
4. Eating, drinking, sleeping, or engaging in group discussions inside the library is not permitted.

5. Students shall handle books, journals, newspapers, and other Library resources with care.
6. Any damage, marking, tearing, or loss of Library material shall attract penalty/replacement charges as decided by the Institute.
7. Library furniture, computers, and other facilities must be used responsibly.
8. Students must follow all instructions issued by the Librarian and Library staff.

Mandatory Library Hours

1. Every student is required to complete a minimum of 100 Library hours during the academic year.
2. Library attendance and usage records shall be maintained by the library.
3. Students failing to complete the mandatory Library hours may be restricted from availing certain academic privileges as decided by the Institute.

Issue and Return of Books

1. Library books shall be issued only on presentation of a valid Identity Card or Library Card.
2. Books must be returned on or before the due date.
3. A fine of Rs. 10/- per day per book shall be charged for late return of books after the due date.
4. Reference books, journals, newspapers, project reports, dissertations, and magazines are meant for Library use only unless otherwise permitted.
5. Borrowing privileges may be suspended for students having overdue books or unpaid fines.

Use of Digital Resources

1. Computers and internet facilities provided in the library are strictly for academic and research purposes.
2. Students shall use digital resources responsibly and ethically.

IT LAB POLICY

The IT Lab is established to support academic learning, research, practical training, and skill development. Students are expected to use the IT Lab responsibly and always maintain discipline.

Rules

1. Students must carry and produce a valid Institute Identity Card while using the IT Lab.
2. Students shall enter the IT Lab only with the permission of the faculty member/lab in-charge.
3. Silence, discipline, and proper decorum shall be always maintained in the IT Lab.

4. Food, beverages, and smoking are strictly prohibited inside the IT Lab.
5. Students must handle computers, peripherals, furniture, and other equipment carefully.
6. Any damage to systems, accessories, furniture, or network infrastructure due to negligence or misuse shall attract penalty/recovery charges as decided by the Institute.
7. Students shall use only the system allotted to them unless otherwise permitted.

Usage Guidelines

1. Computers and internet facilities are strictly for academic, research, and institutional purposes.
2. Students shall not:
    - Install or uninstall software.
    - Change system settings or passwords.
    - Access unauthorized websites or inappropriate content.
    - Download, copy, or share pirated or illegal material.
    - Attempt to access restricted files, systems, or networks.
3. Usage of external storage devices shall be subject to permission from the faculty member/lab in-charge.
4. Students must save their work properly and log out/shut down systems before leaving the Lab.
5. Personal data stored on Lab systems shall be the responsibility of the student.

Internet and Network Usage

1. Internet access provided by the Institute shall be used responsibly and ethically.
2. Activities affecting network security, system performance, or institutional reputation are strictly prohibited.
3. Any misuse of internet facilities, cyber misconduct, hacking attempts, or unauthorized access shall invite strict disciplinary action.

Attendance and Discipline

1. Students must attend practical sessions regularly and punctually.
2. Students shall follow all instructions given by the faculty member/lab in-charge.
3. Any misconduct, indiscipline, or misuse of Lab facilities may result in suspension of Lab privileges and disciplinary action.

CANTEEN POLICY

The Institute Canteen is established to provide hygienic and affordable food facilities to students, staff, and visitors. All users are expected to maintain cleanliness, discipline, and proper conduct within the Canteen premises.

Rules

1. Students must always maintain discipline and orderly behaviour in the Canteen.
2. Students shall not occupy tables designated for faculty members, teaching staff, or non-teaching staff.
3. Students must talk politely with the canteen operator/ vendor.
4. Queue discipline shall be strictly followed while placing orders and collecting food items.
5. Students are expected to maintain cleanliness and use dustbins for disposal of waste.
6. Tables, chairs, utensils, and other Canteen property must be used responsibly.
7. Any damage to Canteen property due to negligence or misconduct shall attract penalty/recovery charges.
8. Food and beverages should be consumed only within the designated areas.
9. Students shall avoid wastage of food and water.
10. Loud behavior, arguments, disturbances, or inappropriate conduct within the Canteen premises are not permitted.
11. Students must follow all instructions issued by the Canteen Committee, staff, and Institute authorities.

Hygiene and Safety

1. Proper hygiene and cleanliness shall be maintained within the Canteen premises.
2. Students are encouraged to immediately report any concerns related to food quality, hygiene, or safety to the Canteen Committee or Administration.
3. Smoking, tobacco consumption, alcohol, or any prohibited substances are strictly prohibited within and around the Canteen area.

Timings and Usage

1. The Canteen shall operate only during the timings prescribed by the Institute.
2. Students are expected to utilize the Canteen facilities responsibly without disturbing academic activities.
3. Students shall not remain unnecessarily in the Canteen during lecture hours without permission.

Discipline and Conduct

1. Any act of indiscipline, misuse of facilities, or violation of Canteen rules may result in disciplinary action.

PLACEMENT POLICY

The Placement Policy aims to facilitate professional career opportunities for students and ensure a fair, disciplined, and transparent placement process.

Guidelines

1. Students registering for placements must comply with all rules and guidelines issued by the Placement Cell from time to time.
2. Students are expected to maintain professional conduct, discipline, punctuality, and formal dress during all placement activities.
3. Attendance for pre-placement talks, training sessions, interviews, group discussions, and placement-related activities organized by the Institute may be mandatory.
4. Students must provide accurate academic and personal information during the placement process. Submission of false information may lead to disqualification from placements.
5. Students shortlisted for interviews are expected to attend the process unless officially exempted by the Placement Cell.

6. Any misconduct, indiscipline, unfair practice, or inappropriate behavior during the placement process may result in suspension of placement privileges and disciplinary action.
7. Students selected by an organization may be governed by the placement rules and offer acceptance policy prescribed by the Institute.
8. The Placement Cell acts only as a facilitator and does not guarantee employment to any student.

GYMKHANA POLICY

The Gymkhana facilities are provided to encourage sportsmanship, physical fitness, teamwork, recreation, and overall personality development among students.

Rules

1. Students must carry and produce a valid Institute Identity Card while using Gymkhana facilities.
2. Students shall maintain discipline, sportsmanship, and proper conduct always.
3. Gymkhana facilities and sports equipment shall be used only for recreational, practice, and official Institute activities.
4. Students must handle all sports equipment carefully and responsibly.
5. Any damage or loss of sports equipment due to negligence or misuse shall attract penalty/recovery charges as decided by the Institute.
6. Students shall return all issued equipment within the prescribed time and in proper condition.
7. Records shall be maintained for issue and return of sports equipment at the Reception.
8. Sports equipment shall be issued only with permission from Sports in-charge/faculty.
9. Equipment must not be taken outside the campus.
10. Students shall use appropriate sports attire and footwear while participating in sports activities.
11. Students must maintain cleanliness and proper arrangement of equipment after use.
12. Any misconduct, inappropriate behaviour, or misuse of facilities may result in suspension of Gymkhana privileges.
13. Physical fights, abusive language, gambling, or unsporting behavior are strictly prohibited.
14. The Institute shall not be responsible for loss of personal belongings during sports activities.

CLASSROOM POLICY

The Institute aims to maintain a disciplined, professional, and conducive learning environment within classrooms to support effective teaching and learning.

Rules

1. Students shall enter the classroom before the commencement of the lecture. Late entry may be permitted only with the permission of the faculty member.
2. Students must maintain discipline, silence, and proper decorum during lectures.
3. Students shall wear the prescribed Institute Uniform and display a valid Identity Card while attending classes, failure to imply may result in removal from class.
4. Students shall maintain cleanliness of the classroom and use classroom furniture, smart boards, projectors, and other equipment responsibly.
5. Writing on desks, walls, notice boards, or damaging classroom property is strictly prohibited.

6. Students must actively participate in academic activities and cooperate with faculty members during lectures, presentations, and classroom discussions.
7. Students shall not leave the classroom during lectures without permission from the faculty member.
8. Students shall not disturb ongoing lectures or engage in activities unrelated to academics during class hours.
9. Respectful and professional behaviour towards faculty members, staff, and fellow students is always expected.
10. Any act of indiscipline, misconduct, disruption, or inappropriate behaviour during classroom sessions may result in disciplinary action.

Discipline Committee Rules & Disciplinary Action Policy

The Discipline Committee of the institute shall undertake disciplinary action against any student found violating institute rules, regulations, code of conduct, or engaging in behaviour that affects academic integrity, discipline, safety, or the reputation of the institute.

General Rules for Students

1. Students must maintain discipline, dignity, and respectful behaviour within the institute premises.
2. Regular attendance in lectures, practical's, seminars, and academic activities is compulsory.
3. Students must carry valid institute identity cards and produce them when required.
4. Use of abusive language, threats, bullying, ragging, harassment, or intimidation is strictly prohibited.
5. Any form of discrimination based on gender, caste, religion, language, region, or background is prohibited.
6. Students must maintain silence and proper conduct in classrooms, library, laboratories, and corridors.
7. Damage to institute property, furniture, equipment, or infrastructure will attract disciplinary action and recovery of damages.
8. Smoking, consumption of alcohol, tobacco, narcotic substances, or possession of prohibited items inside the campus is strictly prohibited.
9. Mobile phones must be kept on silent mode during lectures, examinations, seminars, and official activities.
10. Malpractice, cheating, copying, or use of unfair means during examinations or assignments is prohibited.
11. Students must follow the dress code prescribed by the institute.
12. Unauthorized entry into restricted areas, offices, laboratories, or staff rooms is prohibited.
13. Students must maintain cleanliness and avoid littering within the campus.
14. Participation in political activities, unlawful gatherings, or activities disturbing academic functioning is prohibited without prior permission.
15. Posting offensive, defamatory, or inappropriate content related to the institute, staff, or students on social media is prohibited.
16. Misuse of institute internet, Wi-Fi, computers, or digital resources for illegal or inappropriate activities is prohibited.

17. Students must behave respectfully with faculty members, staff, visitors, and fellow students.
18. Late payment of fees, submission delays, or non-compliance with academic requirements may invite disciplinary review.
19. Students shall comply with all notices, circulars, and instructions issued by the institute authorities from time to time.
20. Any act bringing disrepute to the institute inside or outside the campus shall be treated as misconduct.

Disciplinary Actions

Depending upon the nature and severity of misconduct, the Discipline Committee may impose one or more of the following actions:

1. Verbal warning
2. Written warning
3. Apology letter from the student and/or parent undertaking
4. Monetary fine or recovery of damages
5. Suspension from classes, activities, or facilities
6. Cancellation of participation in events, committees, placements, or internships
7. Withholding of hall ticket, results, certificates, or recommendations
8. Suspension for a specified period
9. Expulsion/rustication from the institute
10. Reporting the matter to parents/guardians
11. Filing complaint with law enforcement authorities in serious cases

Additional Provisions

1. The decision of the Discipline Committee shall be final and binding.
2. Students will be given an opportunity to explain their conduct before major disciplinary action is taken.
3. Repeat violations shall attract stricter penalties.
4. Ignorance of rules shall not be accepted as an excuse.
5. The institute reserves the right to amend or add rules whenever necessary.
6. All students are expected to read and comply with institute rules and maintain the highest standards of conduct and professionalism.

MAJOR INSTITUTE ACTIVITIES AND EVENTS

The Institute regularly organizes academic, professional, cultural, and student development activities to promote holistic growth, industry exposure, leadership, creativity, research orientation, and practical learning among students.

1. MAGMA – Intercollegiate Fest

MAGMA is the flagship Intercollegiate Fest of the Institute that provides a platform for students from various colleges to participate in management, cultural, sports, and creative competitions. The event encourages teamwork, leadership, networking, innovation, and overall personality development.

2. Research Conference

The Institute organizes Research Conferences to promote research culture, academic excellence, and intellectual exchange among students, academicians, researchers, and industry professionals. Students are encouraged to present research papers, case studies, and innovative ideas.

3. Live Projects

Students are encouraged to undertake Live Projects in collaboration with industries, organizations, startups, and businesses. These projects help students gain practical exposure, industry experience, problem-solving skills, and application-based learning.

4. Business Plan Presentations

Business Plan Presentation activities are conducted to encourage entrepreneurship, innovation, strategic thinking, and managerial decision-making among students. Students are given opportunities to develop and present business ideas before academic and industry experts.

5. Commemorative Days

The Institute celebrates various national, international, social, and commemorative days to create awareness, promote values, and encourage social responsibility among students.

6. Student Development Activities

Various student development activities such as workshops, training sessions, competitions, certification programs, personality development sessions, and leadership activities are conducted regularly for overall student growth.

7. Add-on Courses

The Institute offers Add-on Courses to enhance students' employability, industry readiness, technical competencies, and professional skills beyond the prescribed university curriculum.

8. Guest Lectures by Industry Experts

Guest lectures, panel discussions, and interactive sessions by industry experts, entrepreneurs, academicians, and professionals are organized regularly to provide students with practical insights, current industry trends, and career guidance.