

2013

Academic Policy

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This Policies and Procedures Manual is a resource to allow incoming and current students to manage their academic affairs at Dr. Ambedkar Institute Of Management Studies & Research, Nagpur and to understand their rights and responsibilities while enrolled in the MBA/BBA/ BCCA /MCM/PGDCCA/ Program. This policy document is available in printed form for all students. The Dr. Ambedkar Institute Of Management Studies & Research, Nagpur policy document describes the expectations for behavior and conduct in the community and outlines the procedures to be followed when these expectations are not met. It includes the Student Code of Conduct as well as other rules, regulations and policies governing student life. As Dr. Ambedkar Institute Of Management Studies & Research, Nagpur students are expected to abide by the policies.

Academic Program

Dr. Ambedkar Institute of Management Studies & Research, Nagpur was one of the only three institutions offering Management Programmes in Nagpur City at that point of time. Located in the historical, Deeksha Bhoomi premises, in the heart of Nagpur city, Dr. Ambedkar Institute of Management Studies & Research, Nagpur has grown from a department of Dr. Ambedkar College, to a full-fledged standalone institution offering five different Programmes under the faculty of Management. Two under graduate Programmes BBA and BCCA along with three postgraduate Programmes MBA, MCM, & PGDCCA, as well as, Doctoral Programme in Management are offered by the institution with a combined intake capacity of 1000 seats.

The institute has been able to recruit and retain some of the best available Faculty talents in the region and is a strong base upon which all the institutes' initiatives driven.

The Institute is one amongst the oldest established in the city and the region and has been on a continuous growth trajectory. The institute has been able to create an academically rigorous environment and its programmes are considered as one with greater emphasis on development of specific skills amongst the students. The institution has built up a stronger linkage with the industry and its standing amongst the recruiters and employers has gained a lot of ground over the years. The opportunities for Live Projects, Internships and Final Placements can also be developed, derived and delivered to the student body.

The institute has highest intake capacity amongst all the standalone Management Institutions affiliated to RTM Nagpur University. The institute has consistently produced university rank holders and its flagship MBA programme is the largest in the city from amongst all the affiliated institutions. Four out of five programmes offered by the institution have been granted permanent affiliation by the university. The institute is also the first Management institutions in the city to be awarded as a recognized Research Center by the University. The institute is known in the region for its delivery of high quality and rigorous academic training.

Leaves of Absence

A student may be granted a leave of absence for academic or personal reasons with approval from the Dean. After receiving approval, the student must notify to his/her Mentor. Most leaves are two days or less; however individual circumstances determine justification and duration. Students returning from a leave of absence must follow the guidelines and requirements for the class.

Full-time Dr. Ambedkar Institute Of Management Studies & Research, Nagpur Students enrolled in the MBA/ BBA/BCCA/PGDCCA/MCM Program must demonstrate satisfactory academic progress in the following three ways:

1. By maintaining a cumulative Attendance of 75% or higher.
2. By completing and submitting the assignment and unit test and sessional exam as per academic calendar.
3. By completing their Summer internship program and final project of study within a specific time period.

Evaluation of Satisfactory Academic Progress

Evaluation of satisfactory academic progress will be made at the end of each Semester. This evaluation includes internal assessment, participation in various collegiate and inter-collegiate events, competitions and mentors recommendation.

Grievance Procedure

If a student wishes to express a grievance about another student or a faculty or staff member, he or she should first visit the Associate Director/ Dean (Academic), to file a formal grievance, a student will be asked to document the issue. Grievances are channeled through

the chain of administrative command and may be reviewed by a special committee or the Dean.

Computer Systems and Networks Acceptable Use Policy

Use of the Dr. Ambedkar Institute of Management Studies & Research, Nagpur computer systems and networks is governed by the general norms of responsible community conduct described by the College policies specific to use of the computer systems and networks, which are described in the following sections.

This policy refers to all who use the computers, networks, and peripherals owned or operated by the College, or who gain access to third-party computers and networks through the College's system. Dr. Ambedkar Institute Of Management Studies & Research, Nagpur normally grants access to its computing network and systems to Currently enrolled students, to current and visiting faculty, and to currently employed staff.

Services for Students with Disabilities

Students who need assistance due to any disability must first apply to the Dean (Academic). The Dr. Ambedkar Institute of Management Studies & Research, Nagpur office will provide documentation for faculty that will be used to secure additional test time or special assistance.

Code of conduct for students

All students enrolled in a course offered by Dr. Ambedkar Institute Of Management Studies & Research, Nagpur agree to abide by the Code of conduct pertaining to all academic, placement and extracurricular activities associated with Dr. Ambedkar Institute of Management Studies & Research, Nagpur. Each student agrees:

- Not to seek an unfair advantage over other students, including but not limited to giving or receiving unauthorized aid during completion of academic requirements;
- To truthfully represent fact and self at all times;
- To respect the property and personal rights of all members of the community; and
- To uphold Code by reporting all material violations, and by fully cooperating with and protecting the confidentiality of any proceedings.
- All students are also expected to adhere to all policies and requirements of RTMNU University and to abide by all applicable laws and regulations.





Classroom Etiquette

Students are expected to adhere to the common standards of classroom etiquette based on the following principles:

- I. **Attendance:** Students are expected to attend every class throughout the Semester. When unable to attend, the student should notify the Mentor in advance.
- II. **Mandatory Class Attendance:** Attendance is compulsory for all class sessions. Failure to attend will result in exclusion from the class.
- III. **Punctuality:** Students are expected to arrive for class on time so that the professor may start and end the class according to the schedule. Students more than five minutes late are subject to guidelines established by the professor.
- IV. **Responsible Learning:** Students are expected to be prepared and committed to an optimal learning experience, including participating as required.
- V. **Exiting and Entering:** Students are expected to remain in the classroom for the duration of the class. If a student must depart early due to unavoidable circumstances, the student should inform the faculty/Mentor prior to class. Leaving and re-entering the class is not permitted except in the event of an emergency.
- VI. **Disruptive Behavior:** Students should demonstrate respect for the professor and fellow students during the class period. Students should therefore refrain from distracting behavior such as disruptive eating, side conversations, surfing the Web or checking email messages. Laptops must be closed for all speakers and guests.
- VII. **Respect the Facilities:** -Respect for the classroom students are expected to help maintain the appearance of the classroom. After class, students should discard all trash. In essence, the Code of Etiquette emphasizes respectful behavior in the classroom that contributes to the enhancement of the learning experience at Dr. Ambedkar Institute Of Management Studies & Research, Nagpur.

Approved By:

NAME	SIGNATURE	DATE
Dr. Sudhir Fulzele, (Director)		12-Jul-2016
Dr. Ashutosh Paturkar (Dean - Academics)		12- Jul-2016

Dr. Ambedkar Institute of Management Studies & Research, Nagpur

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