

"A JAIN INSTITUTION"

adarsh
AIMIT

Indian Values * Global Perspectives

A Unit of Adarsh Group of Institutions



ESTD : 1971



STUDENT HANDBOOK

2021-2023

MBA

Bengaluru City University
(Approved by AICTE)

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Vision

To emerge as a globally renowned institute of Management for contemporary knowledge, innovative management practices and entrepreneurship solutions, rooted in Indian ethos and values.

Mission

- To impart contemporary management education leveraging technology, advanced skill-based training and foster entrepreneurship to make students increasingly employable and develop as entrepreneurs.
- To develop innovative and ethical future leaders capable of challenging the status quo, managing change, bringing new perspective and transformation to the globally competitive business environment.
- To develop innovative management theories, practices, skills and standards forever-transforming and increasingly challenging business landscapes, globally.
- To advance research and contribute to the business, government and society.

Programme Educational Objectives

- Postgraduates would develop into competent leaders and managers, independent thinkers, communicators for a productive career in the industry, academia and as entrepreneurs.
- Postgraduates passionate in meeting their entrepreneurial dreams, duly skilled and having received incubation support shall be able to launch their start-ups, successfully.
- Postgraduates will be able to advance their career in emerging areas such as data science, machine learning, artificial intelligence and such other futuristic areas that hold potential to impact businesses of our times and the future.
- Postgraduates would be ethical leaders and responsible citizens, devoted to the service of the nation and its people.

KNOW YOUR PEOPLE

Adarsh Group of Institutions

- Late Shri V Premraj Jain - Founder,
Adarsh Group of Institutions
- Shri Padamraj Mehta - President,
Adarsh Group of Institutions
- Shri Jitendra Mardia - Honorary Secretary,
Adarsh Group of Institutions

Adarsh Institute of Management and Information Technology

- Dr. R Venkataraman - Director & Principal
- Prof. Sumangala Talur - Head of the Department
- Prof. Archana N - Coordinator
- Dr. Uma Devi Ananth - Associate Professor
- Dr. Vincent Rajkumar - Associate Professor
- Prof. Ashwini A N - Assistant Professor
- Prof. Seema Benakatti - Assistant Professor
- Prof. Punith Raj D - Assistant Professor
- Prof. Rashmi N - Assistant Professor
- Prof. Vedavathi M - Assistant Professor
- Prof. Premalatha K P - Assistant Professor
- Prof. Nivedita Patil - Assistant Professor
- Mr. Shyam Sundar - Head, Corporate Relations and Placement
- Mr. Jaiteerth H M - Librarian
- Mrs. Nagaveni H R - Office Chief Superintendent
- Mrs. Meenakshi K N - Administrative Staff
- Mr. Kumar B N - Administrative Staff

KNOW YOUR INSTITUTION

Name and Address of the Institution:

Adarsh Institute of Management and Information Technology
5th Main, Chamarajpet, Bangalore-560018, Karnataka, India.

Program: Master of Business Administration

Website: www.adarshaimit.org

Contact No.: 080-26677100

STUDENT'S PLEDGE

I _____ believe in myself and my ability to excel at all times and under trying circumstances. I shall take great pride in being an ADARSHITE and make every possible effort to bring glory and accolades to this prestigious institution.

I have a purpose in life. I will humbly acquire the fruits of knowledge bestowed by this great Institution. I will work hard and lead an honest life. I shall sincerely try to lead a corruption free existence and will set an example for others to adopt a righteous way of life. I will light the lamp of knowledge in the nation and ensure that it remains lit forever. I will always endorse the traditions and highest ideals of the profession and conduct myself in a manner worthy of its heritage of service to society.

I shall always uphold the dignity of Adarsh and shall take great pride in being an integral part of this august Institution.

ADARSH INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY (AIMIT)

Adarsh Institute of Management and Information Technology (AIMIT) is an institution run by the prestigious Adarsh Group of Institutions of Bengaluru which has an impressive history of over 50 years in providing educational excellence. This Institution has a vision and a mission to impart a holistic and value based education to all its students and has carved a niche for itself in Bengaluru.

AIMIT, established in the year 2004, is affiliated to Bengaluru City University. MBA is the flagship program of AIMIT which imparts education with global perspective. In the modern day world dominated by exciting challenges, this Institution imparts an excellently empowered professional education. While catering to the existing demands and challenges, AIMIT with its innovative training methods ensure that students are motivated to develop the right perspective, the right attitude and the right approach to excel in life.

AIMIT Knowledge - Center promises to expand and explore the horizons of your mind. This student handbook is a ready reckoner during your tenure at AIMIT which contains detailed information, rules and regulations pertaining to the MBA program.

We hope that your educational journey through the MBA Program will be an enjoyable and rewarding experience and that you will graduate with all the skills, knowledge and positive attitude to achieve your career objectives. We wish you success in this enriching journey.

AIMIT campus is strategically located in the heart of the city. The campus has been designed to create a stimulating atmosphere amongst the students and the knowledge providers.

AIMIT imparts high quality education augmented with state of the art infrastructure that enhances your learning experience. Our passion for excellence ensures that we provide and maintain quality at all times. Comfortable lecture rooms with LCD projectors and smart boards, a well-stocked library, state-of-the-art computer labs and three air-conditioned auditoriums are some of the infrastructure that ensures an enriching learning experience. AIMIT has an IT laboratory which is equipped with latest upgraded computer terminals. The whole campus is Wi-Fi enabled with 24 hours connectivity along with uninterrupted power supply fully backed up by generators.

Students are required to note the following:-

Post admission, the student has to report to the office manager at the admission office along with the admission note. The admission note provides all details of the admission made. The student should handover the required original certificates and marks cards, which would be duly acknowledged with individual receipts. This will be followed by the issue of college ID cards to the students. The admission details along with the original certificates and marks cards are referred to the BCU for verification and approval. The original certificates of the students shall be returned to the students after the completion of the course.

Identity Cards

All the students of AIMIT will be issued Identity cards. It is mandatory for students to wear ID card inside the college campus. Fine will be levied to students found without ID cards. In case of loss of ID cards, the student has to pay a fee of Rs. 200/- to receive a duplicate ID card from the College office. Disciplinary action would be imposed/initiated on students who impersonate i.e., wearing a co-student's badge for entry/exit of the campus. Wearing ID cards is also mandatory for students attending campus interviews or while on industrial visits or tours outside the campus. Students are expected to give due importance to their ID cards and keep them in safe possession.

Payment of Fees

Payment of tuition fees, hostel fees and examination fees etc. should be done by the students / parents / guardians on or before the time stipulated for every payment. Late payments will attract a penalty and parents are requested to make a note of all due dates and clear all dues punctually. Nonpayment of the same will result in refusal of admission of their wards to sessions / exams until the payment is made.

Students should apprise their parents / guardians accordingly so that there shall not be any delay in payment of the fees. Since the mode of payment is already decided during the counseling session, it ought to be planned before. No request for delay / postponement / reduction of fees will be entertained. Since the Management provides all the essential resources for the students to complete the course successfully, parents / guardians are expected to meet the stipulated payment schedule.

Outcome Based Education

In the present day and time, learning should be student centric and the aim is to develop higher order thinking skills in them. Students should be able to use educational technologies, apply knowledge to new situations, analyze information, collaborate, solve problems and make decisions. The structure of the curriculum at AIMIT is Outcome based. It is designed such that it develops critical core competencies such as collaboration, digital literacy, critical thinking, problem-solving and self-learning. The pedagogy incorporated is aimed at harnessing multiple intelligences, use of technology and multimedia, communication skill and self-learning methodology along with authenticated scientific assessments and evaluation framework. The Curriculum provides direction so that student can learn by themselves and work both independently and interdependently. Project based learning and experiential learning through internships, simulations, management games, case studies and role plays offer scope to intellectually challenge all students, and provides for differentiation. Our educational objectives implemented through teaching learning process is Specific, Measurable, Appropriate, Challenging but Achievable and focused on clearly defined Skill development outcomes.

The course files are given to the students at the commencement of the semester, which includes a brief introduction to the course, outcomes for each course, modules within the course and each unit, session plan, pre-reading material, Reference books, pedagogy, learning outcomes and cognitive level achievement based on Bloom's Taxonomy are clearly defined. The assessment frameworks for both formative and summative

evaluation for all outcome based objectives are included in the Course file.

This helps in successful achievement of the intended outcomes of the course and program for the students.

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Curriculum and Evaluation Process

AIMIT is affiliated to Bengaluru City University (BCU). The curriculum and the evaluation process of the MBA program is administered as prescribed by the BCU.

Evaluation process is done as per the directions of the University in the following pattern:

- Internal assessment: 30 marks per subject
- End semester centralized assessment: 70 marks per subject

There shall be a University examination at the end of each semester. The maximum marks for the University examination per paper shall be 70 marks and 30 marks will be set aside for internal assessment. Marks for internal assessment for a given course shall be awarded by the respective faculty member.

Specialization

AIMIT offers Finance, Marketing, Human Resources and Business Analytics specializations in the III and IV semesters. Each student will have to opt for dual specialization. A counseling session is arranged before the student opts for a specialization in the given domain which will give him/her an insight into all the nuances of the domain.

Project Report

Every student has to undertake a minor project immediately after the second semester for four weeks which will be a part of the third semester carrying 50 marks.

A major project has to be done during the fourth semester in the area of their specialization and it carries 250 marks.

Viva-Voce

The Board of Examiners as constituted by BCU shall conduct Viva-Voce examination for both the projects.

Our Teaching Methodology

- Innovative teaching methods & practices are adopted.
- Live projects are assigned to students in teams as a part of curriculum.
- Take home assignments are given to students on a regular basis. Periodical tests are conducted to evaluate performance effectiveness.
- Industrial visits are organized to enable students to appreciate and apply theoretical knowledge to understand the functioning of the organization.
- Guest lectures, Seminars and Workshops are conducted which will add value to the professional development.
- To cater to the diverse needs of students who join the program with different graduation background, bridge courses are offered to enable them to cope up with regular sessions.

Our teaching pedagogy is an integrated approach that includes various components such as-

- Online/Offline Lectures
- Pre Session Reading
- Case Study
- Team Project
- Presentations
- Role Play
- Seminars
- Business Simulations
- Interactive Workshops
- Outbound Training
- Collaborative Learning

At AIMIT the MBA program offers a complete range of teaching and learning methods essential for making the students effective managers in today's global economy.

Attendance and Internal Assessment

At AIMIT, the desirable attendance for a student is 100% and the essential is 75%. Consistent or continuous absence from the sessions would result in declaring the student ineligible to appear for the University examinations. Attendance details will be put up on the notice boards periodically and in the case of students with shortage of attendance due to any reason will be asked to meet the Class Advisor.

Similarly, good to average internal assessment scores are essential for the evaluation of the students' performance. Students who do not come up to the required grade as per

University norms in the Internal Assessment will not be sent for the Final Examination. Hence it is imperative that students secure 75% of attendance and also secure good marks at the internal tests / assignment, as these will be added to the University Examination marks.

As the intellectual progress of the students will be continuously under the guidance and monitoring by the faculty members, there will not only be a record of attendance to the sessions but also a record of the internal marks obtained in tests and assignments. Attendance for the tests is mandatory.

Graduate Attributes

AIMIT defines the philosophy underpinning its teaching programs through the graduate attributes. These describe the qualities, knowledge and capabilities that students are encouraged to take responsibility for developing throughout their studies at the AIMIT. The graduate attributes are not a list of skills to be mastered; rather, they encapsulate for both students and the wider community the defining characteristics of a student's university degree program(s), and describe a set of characteristics that are designed to be transferable beyond the particular disciplinary context in which they have been developed.

1. Domain knowledge with inter disciplinary approach:

Our graduates will have comprehensive knowledge and understanding of their subject area, the ability to engage with different traditions of thought, and the ability to apply their knowledge in practice including the inter-disciplinary approach. The syllabus is designed from an inter-disciplinary perspective which enables the students to

think out of the box and challenge the preconceptions by exploring ideas and concepts.

2. **Problem solving and decision making:** Graduates will be effective problems-solvers, able to apply critical, creative and evidence-based thinking to conceive innovative responses to face the future challenges. The problem solving and decision making concepts will be the integral part of the AIMIT curriculum.
3. **Leadership:** Graduates engage in professional behaviour and have the potential to be entrepreneurs and take leadership roles in their chosen occupations or careers and communities.
4. **Integrity and ethical competency:** AIMIT aims at making our graduates responsible and effective global citizens whose personal values and practices are consistent with their roles as responsible members of society and have the highest respect towards women, children, senior citizens and the downtrodden.
5. **Serving to humanity, service to community:** One of the biggest calls to humanity at the current time is the call for compassion. Compassion is the strength which helps the people to see the needs of others. Our graduates at AIMIT would be able to compassionately serve the humanity and consciously serve the society with help of ingrained knowledge and expertise acquired.
6. **Communication:** Graduates convey ideas and information effectively to a range of audiences for a variety of purposes and contribute in a positive and collaborative

manner to achieving common goals. The graduates at AIMIT would exhibit excellent communication skills and showcase a high degree of correct body language, clear eye contact, update technology and develop courteous listening.

- 7. Innovation and creativity:** Our graduates would be able to apply their imagination and generate ideas, experiment with alternatives to come out with creative and innovative solutions. Graduates are self-aware and reflective; they are flexible and resilient and have the capacity to accept and give constructive feedback; they act with integrity and take responsibility for their actions.

Student Dress Code

Every student is required to come in appropriate uniform (Tie, formal shoes are compulsory) which should be neat and clean. Any student not in uniform on the said day will not be allowed to attend regular sessions. Every faculty of MBA department has the authority to correct the students who do not adhere to the uniform norms.

Monday & Friday	- Uniform
Tuesday, Wednesday & Thursday	- Formal Wear
Saturday	- Business Casuals

- Torn, faded or stone washed jeans are not allowed
- Floaters and sneakers are not allowed
- Logos or prominent pictures on T-shirts are not allowed
- Ear piercing is not allowed for boys
- Visible tattoos on body are not allowed.
- Boys-Formal wear includes tie.

- Sports shoes (Except on Saturday) & chappals not allowed.
- Girls - Should wear formal trousers / Salwar Kameez. Short tops, tight tops and sleeveless tops are not allowed

Code of Conduct

All the students are expected to display exemplary conduct and behavior both inside and outside the campus. They are expected to abide by the guidelines prescribed and adhere to the norms of a responsible citizen.

Students are expected to maintain appropriate decorum. They shall not indulge in any act that is inappropriate. If the student behaves in a manner construed to be gross moral turpitude, the management shall reserve the right to take suitable action including rustication of the said student.

The following guidelines have been prescribed at AIMIT to maintain the decorum of the campus:

- Students should wear and display their identity cards while entering the campus and continue to do so while inside the college.
- Students are expected to read the notice board everyday.
- Usage of mobile phones is strictly prohibited in the college campus. Students found using cell phones will be subject to disciplinary action which includes confiscation of the cell phones.
- Students should avoid littering in the campus.
- No student will cause any wilful damage to the furniture / books/college property. Students found indulging in

indiscipline will be dealt with as per rules of the institution.

- Consumption of alcohol, drugs or smoking is totally forbidden within the campus.
- Parents are requested to monitor the performance of their ward by keeping in touch with the respective Session Advisors at least once in a semester.
- In case of students with shortage of attendance the college shall intimate the parents regarding the same.
- If any student is absent for two continuous days, he / she will be permitted to attend the session only with the permission from the Class Advisor. For more than a week's absence, the permission of the Director is required.

Do's and Dont's

- The student shall follow rules and regulations failing which college reserves the right to take disciplinary action against the erring student.
- The student shall also follow other rules framed by the college authorities from time to time.
- The student is required to attend the sessions regularly, failing which he/she shall be detained due to shortage of attendance. Such student shall not be allowed to write University Examination.
- The student shall utilize the facilities provided by the college with due diligence.
- In case a student causes damage to college property, college authorities reserve the right to recover the losses and can initiate disciplinary action against such student.

- Student shall not misuse the computer lab provided & shall not download any material which is irrelevant to the MBA program.
- The student shall wear appropriate uniform prescribed by the college authorities, while in college campus.
- The student shall strictly follow the academic calendar of the college and shall attend sessions from very first day to the last day as indicated in the college calendar.
- The student shall take permission of the college authorities before leaving campus if regular sessions / practicals are in progress.

Library



Points to be followed in the library:

1. Identity card should be shown at the checkpoint.
2. Students are required to leave their bags, handbags and personal belongings at the depository / property counter.
3. No student shall write on, damage or mark on any book, journal or other material belonging to the library.
4. It is expected that books are handled with the great care. Mutilation of books in any manner is unacceptable. Student found guilty of the same will be heavily fined.
5. Students can retain the books for ten days only, after which a fine of Rs. 5/- per book per day will be levied.
6. Renewals are allowed only when there is no claim by others. Renewals through phone shall not be entertained. The book to be renewed has to be brought to the library and the due date has to be stamped.
7. If a borrowed book is recalled by the librarian, it has to be returned immediately.
8. Maintaining queues at circulation counter is mandatory.
9. The borrower shall be responsible for any damage or loss caused to the library documents that are borrowed. Such student will be required to replace such material or pay double the cost to the library.
10. Books lost by the borrowers or failure to return have to be reported immediately to the library in writing, failing which the fines will keep on accumulating. Students are advised not to ask for waiver of fines and are requested to replace the copy within the permitted time.

11. Members are not allowed to sub-lend the books of the library. Library cards are not transferable.
12. Loss of Library user card has to be reported immediately to the librarian in writing.
13. Students/staff can suggest books / periodicals / magazines for consideration for inclusion in the library.
14. Dictionaries, old volumes of periodicals, project report and other reference books are for reference only. Students cannot borrow these.
15. Before leaving the library, the reader shall leave the books on the table, which he/she has taken for reference.
16. All the students must return the books at the end of the semester. No due certificate will be issued on return of the books and this is to be presented at the office at the time of collecting hall ticket for the university exam.
17. During examination time, students will be eligible for three extra books on payment of the price of the book as caution deposit. Books thus borrowed can be retained by the student only until the completion of examination. The caution deposit thus collected shall be refunded when the student returns the books.
18. Eatables are strictly prohibited in the library.

Student Centric Activities

1. Orientation Program of AIMIT

It is the tradition of AIMIT to welcome the new batch of students with an Orientation Program. The Orientation Programs are designed to create awareness among the new students about the prospects available for their academic

and social growth. We bring in experts from academia and industry to orient new students towards the MBA Program of AIMIT and opportunities associated with it. It also helps to relieve anxieties and prepare the new students for success.

2. Bridge Courses

Bridge Courses are preparatory courses that are designed by AIMIT for connecting students previous program with the MBA course that he or she wants to pursue. The courses that connect a student's previous course and the course student wants to join so that he/she does not have to begin from the start of the course. Students from different undergraduate backgrounds like B Com, BA, BSc, BCA, BE and various other courses join our institution for pursuing MBA. A bridge course for this new batch of students is conducted every year before the commencement of the first semester sessions in order to bridge the gap between subjects studied at undergraduate level and subjects they would be studying in postgraduate level. Bridge course is given for subjects like Basic Accounts and Basic Statistics. The syllabus for these courses is framed in such a way that the students get basic knowledge of the subjects which they would be learning through the MBA program.

3. Mentoring: ASCEND

ASCEND is the mentoring program of AIMIT which aims at guiding the students by their allotted mentors towards their overall development. As part of this learning policy a relationship is built between a mentor and mentee based upon mutual trust, respect and integrity. Each faculty member will be entrusted with some students under

him/her for career counseling, nurturing leadership development and overall performance. Each student will be informed about his/her mentor and meetings will be conducted frequently. The purpose of our Mentorship Programs is to enhance the existing knowledge and skills of students through career guidance, profile building, skill development, mindfulness & wellness and psychometric testing.

Ascend program reflects the college's approach to holistic learning. Students are given opportunities which include:

- Completing courses / modules which enhance a range of key skills and study skills appropriate to their level and course.
- The opportunity to provide feedback through a group representative by written comments.

4. Vocational Training Courses / Business Proficiency Courses

AIMIT offers various vocational training and business proficiency courses during the MBA program.

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
<ul style="list-style-type: none"> • Business English • Foreign Languages - Spanish, French, German • Life Skills (Physical & Emotional Wellness)- Module 1 • Bridge Course in Financial Accounting & Statistics • Soft Skills & Aptitude Test Training • Career Counseling & Guidance (UGC-NET, Civil Services) • Alumni Mentoring & Networking Program • Toastmasters International Club membership • Hello English- Level 1 • Industrial Visit • Induction Program 	<ul style="list-style-type: none"> • Learnwise • Six Sigma • Advanced Excel • Life Skills (Physical and Emotional Wellness)-Module 2 • Soft Skills and Aptitude Test Training-Module 2 • Career counseling and Guidance • Alumni Mentoring and Networking Program • Toastmasters International Club membership • Hello English- Level 2 • Industrial Visit • Entrepreneurship Development Program 	<ul style="list-style-type: none"> • SAP • AML & KYC • HR Analytics, Counseling Skills • Business Analytics • Digital Marketing Certification Course • Business Analytics Courses in Finance, HR & Marketing • Essential Stock Market Skills Certification • Life Skills (Physical & Emotional Wellness)-Module 3 • Sector Profiling & Placement Training • Career Counseling & Guidance • Alumni Mentoring & Networking • Toastmasters International Club membership • Hello English- Level 3 • Industrial Visit 	<ul style="list-style-type: none"> • Placement Support • Career Counseling and Guidance • Alumni Mentoring and Networking • Toastmasters International Club membership • Hello English- Level 4

5. College Magazine - Adarsh Sampada:

Adarsh Sampada is the college magazine of AIMIT, which is published bi-annually. It aims to provide a record of the college's activities and the achievements of staff and students. The students of AIMIT will have the opportunity to contribute to the college magazine through articles, essays and pictures etc.

6. E-News Letter – Adarsh Beat

Adarsh Beat is E-Newsletter published quarterly. It showcases all the activities conducted by various cells such as Student Seminar Series Cell, Student Development Cell, Knowledge Exchange Series Cell etc.

7. Student Seminar Series Cell (SSS):

To motivate the students to analyze a topic of their choice and to improve the presentation skills, discussion skills, academic vocabulary and information literacy of students, Student Seminar Series Cell organizes seminars. Presentations on many contemporary topics are presented under this banner. This will also help students to enhance their presentation skills, communication and overcome stage fear.

8. Student Development Cell (SDC):

SDC provides a platform for continuous growth and all round development through various activities. Activities conducted under SDC are Product Launch, Business Plan competition, movie review, business quiz and Crisis Management etc.

9. Knowledge Exchange Series Cell: To maintain proactive Industry-Academia Interface workshops / seminars / webinars / symposia/ conference/ discussions on various relevant topics are organized under the umbrella of KESC

regularly. Experts from different industries are invited to present on the topics that give exposure to the students to those new emerging domains.

10. Observation of Days of National & International Importance: We at AIMIT identify and observe certain days of national and international importance to create awareness and sensitize the students towards certain issues like ill effects of tobacco, concern for environment, impact of terrorism etc. We draw the attention of students towards our culture and heritage through celebration of Yoga day, world day for international justice, intellectual property day etc.

11. Case Study Series: Case studies are an important pedagogical tool in management teaching. To enhance the literary and analytical skills the case study series has been initiated at AIMIT where students will write management cases under the guidance of a faculty member.

12. Internships

After the completion of second semester MBA, the students are given the opportunity to undertake internships in companies to get the practical exposure regarding the working of companies. The Placement team will support the students in getting companies for internships.

13. Rotaract Club of AIMIT

Rotaract Club at AIMIT was started in the year 2016, which is a part of the Rotary club of Bangalore West. The main reason for installing the Rotaract club at AIMIT was to promote ethical standards and provide opportunities for young college students to participate in social and community development programs.

14. Cells

In order to uphold the discipline and dignity in the functioning of our institution, we have set up many cells to protect the interests of students in the campus. The details are as follows:

Name of the cell	Faculty Coordinator
Entrepreneurship and Innovation Cell	Prof. Rashmi N
Anti-ragging Cell	Prof. Sumangala Talur Prof. Archana N
Student Counseling Cell	Prof. Archana N Prof. Seema Benakatti
Anti-sexual harassment Cell	Dr. Vincent Rajkumar Prof. Ashwini A N
Grievance Redressal Cell	Prof. Sumangala Talur Dr. Vincent Rajkumar
Human Rights Cell	Prof. Sumangala Talur Prof. Premalatha
Student Welfare Cell	Prof. Archana N Prof. Premalatha
Training and Placement Cell	Mr. Shyam Sundar
Fests and Cultural Cell	Prof. Rashmi N Prof. Vedavathi M
Sports Committee	Prof. Puneeth Raj Prof. Nivedita Patil

15. NISM Exam Center

AIMIT is the exam center for NISM (National Institute of Securities Market). Students can take up the NISM exams and can even opt for NISM training course. This certification course will add value to the student's profile building.

16. Business Lab

A Business Lab is a concept, wherein students get the practical orientation of the theoretical knowledge they study during the course of MBA. Various business activities will be conducted in the lab which will help the students to explore ideas and work on to gain more knowledge.

17. CII - YI

AIMIT is the member institute of CII-Young Indians CII in association with AIMIT organizes various business related talks and workshops. CII also provides opportunities for our students to attend many guest lecturers, exhibitions and other activities organized by the government and non-government and private business enterprises.

Hostel Facility

There are two separate hostels for boys and girls. Students who stay in the hostel are expected to strictly adhere to the stipulated rules and regulations. The hostel rules and regulations shall be briefed to the inmates separately by the warden. However the important ones are listed below.

Hostel Guidelines

1. The hostel students are required to follow the rules of the hostel as prescribed by the Management from time to time.
2. Hostel fees will be charged for one complete academic year and students desirous of joining the hostel in between the academic year may do so, after paying the charges for the entire academic year.
3. Students who do not wish to continue in the hostel for the next academic year are required to vacate the room at the end of the current academic year before proceeding on project work and complete the formalities for obtaining a clearance certificate from the hostel warden.
4. If the student does not vacate the room while proceeding on project work, it will be presumed that he/she will rejoin the hostel for the next academic year and hostel fees will be collected from student accordingly.

5. Final semester students will have to compulsorily vacate the hostel within seven days after the completion of the final examination.
6. Students found staying in the hostel without paying the requisite fees or without obtaining proper permission from the competent authorities will be evicted from the hostel without any prior notice and Management will not be responsible for any loss / damage of items or inconvenience caused during such eviction process.
7. Hostel students are required to carry their respective hostel identity cards with them always. The security personnel are authorized to check these identity cards any time within the hostel premises.
8. Visitors are not allowed inside the students' room. Strict disciplinary action will be taken against any student who takes any visitor to his/her room.
9. Hostel students are expected to strictly adhere to the Hostel timings. The Hostel Main Gate will remain closed between 9.30 P.M and 6.00 am and no student will be permitted to enter the hostel without the written permission of the Warden.
10. Students who wish to stay away from the hostel for a short duration should take prior permission from the warden after submitting a leave letter.

11. Students are permitted to stay with relatives/guardians at night/during week-ends/holidays, after obtaining permission from the warden.
12. Non vegetarian food is strictly not allowed.
13. Consumption of alcoholic drinks, use of drugs, smoking etc. are strictly prohibited.
14. Students are not permitted to paste stickers or put up posters on the walls of the rooms.
15. Hanging clothes on window grills is not allowed.
16. The rooms and the hostel premises should be kept clean and tidy.
17. Students should switch off lights and fans when they leave the room, and close water taps after use.
18. Students should switch off power supply to the computer after use.
19. Damage to any property in room or the common areas (corridors, dining hall, lobby etc.) would be strictly dealt with. A penalty of thrice the value of the damaged property shall be levied.
20. If there is loss of any items issued to the hostel student, an equivalent amount will be deducted from the caution deposit.

21. Students are advised to take care of their valuables. Management/Warden will not be responsible for any loss / theft / damage to such things.
22. Management reserves the right to expel any student from the Hostel on disciplinary grounds; in such cases, the entire amount collected as hostel fee including caution deposit will be forfeited.

Feedback Policy

The college sincerely appreciates the feedback given by the students since it helps the management to meet their expectations and achieving excellence in all domains. For this purpose, a suitable format has been devised and the feedback of students is taken in key areas like faculty interaction and library facilities. Students having 75% of attendance are only eligible for giving feedback. While filling these forms, students should confine themselves to answering the questionnaire by marking on the boxes / columns provided. They are not expected to make remarks that have no relevance to the academic input that is sought. Students should be able to contribute positively and participate effectively in order to enable the management to implement improvements in key areas of academic discipline.

Placement and Training

Placements at AIMIT are governed by the policy of the institution. Students are expected to follow the instructions given to them from placement department for their career planning and development.

All students to be eligible for placement activities are required to attain and maintain a high level of academic performance with not less than first session aggregate marks right from I semester without any backlog. Campus Placement interview will commence in 3rd semester. 75% of attendance in all semesters is mandatory for students to be eligible for placement service.

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Other facilities at AIMIT:

AIMIT has various other facilities to cater to the requirements of students like reading room, incubation centre, accessible rooms for physically disabled students, cafeteria, recreation room for students with indoor games and locker facility, playground for outdoor games, gym facilities, locker facilities to keep the belongings of students.

Adarsh Finishing School

Right from day one students will be given training in aptitude, communication skills and other soft skills which are essential for the students to equip themselves better to face the corporate world. Attending these sessions is mandatory.

The Head-Placements will organize placement training program to orient the students on all activities like interviews, tests, soft skills required for the placement. This is an in house service provided for our students who are expected to apply their minds effectively to these career-oriented tasks so that they can meet the corporate expectations successfully. These training programs are scheduled to focus and improve on self-development techniques like soft skills, leadership building exercises, group activities / group discussions, aptitude and technical skills. All pre-placement training programs for students start from the beginning of the third semester so that the students are ready for Campus interviews.



ADARSH GROUP OF INSTITUTIONS



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