



2022

# STUDENT'S HANDBOOK (CODE OF CONDUCT)

**Maharaja Agrasen Institute of Management Studies**

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001:2015 Certified Institution

Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, India

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**Dr. Nand Kishore Garg**  
Founder & Chief Advisor, MATES  
Chancellor, Maharaja Agrasen University, Baddi, HP



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## 1. ABOUT THE INSTITUTE

Maharaja Agrasen Institute of Management Studies (MAIMS) is an ambitious initiative of Maharaja Agrasen Technical Education Society (MATES). The Society has been promoted by a group of eminent industrialists, businessmen, professionals and philanthropists to provide quality education in the area of technology, management, law and journalism. The Institute keeps a vision to provide quality and professional education to all students in its world-class centres of learning.

Maharaja Agrasen Institute of Management Studies, affiliated to Guru Gobind Singh Indraprastha University, is recognized by Bar Council of India (BCI). The Institute is ISO 9001:2015 certified. It started its journey in 2003 with two programs BBA and BBA (B&I), sanctioned intake being of 60 students in each program. Presently, MAIMS offers seven programs which are BBA, B.Com (Hons.), B.A.(Hons) Economics, B.A.(JMC), B.A. LLB, BBA LLB & LLM. The institute also provides a number of add-on as well as certificate courses for the holistic development of the students. The institute has a lush green campus and infrastructure comprising large and airy classrooms, well- equipped laboratories, studios, auditorium, computerised libraries, facilities for sports and cultural activities, language labs and hostel.

### Vision and Mission of the Institute

#### Vision

MAIMS envisions a value-based education which empowers the youth to bring positive change in society. They should become capable of taking balanced decisions keeping global interest in mind; in the true spirit of “Vasudhaiva Kutumbakam”.

#### Mission

- To contribute towards generation and dissemination of Knowledge
- To nurture creativity and encourage entrepreneurship
- To enhance employability and contribute to human resource development
- To instil sensitivity amongst the youth towards the community and environment
- To develop global competencies amongst students
- To foster the spirit of national development

#### Faculty

The Institute has diligent, hardworking, professionally qualified and experienced permanent faculty from diverse streams of management, information technology, mass communication and law. Industry experts and field specialists regularly visit the institute for practical impetus. At MAIMS we create an environment of intellectual freedom, creativity and originality and make an effort to impart holistic and ethical education to students. The faculty consistently performs this initiative through innovative teaching, rigorous research and an unending spirit of teamwork.

#### Teaching Methodology

At MAIMS, a special emphasis is laid on providing practical insight through research projects, industrial visits, experiential learning, incubation centres, etc. along with class room teaching. There is a persistent attempt to keep our students abreast with the changing policies, practices and trends of the business environment by conducting various interactive sessions with industry experts and government officials. An appropriate pedagogy of traditional and modern methods is used to impart knowledge to

students. The diverse teaching method helps the students to question their preconceptions, and motivates them to learn. Apart from the lecture method, case studies, industry-academia interaction, management games and role plays are used extensively to imbibe live business conditions to the students and thereby develop industry-oriented knowledge among students.

## 2. CODE OF CONDUCT

### Attendance Rules

- (i) As per GGSIPU University Ordinance, a student shall be required to have a minimum attendance of 75% in the aggregate of all the subjects taken together in a semester. The Director of the Institute concerned may condone attendance shortage up to 5% for individual students for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the Semester-End-Examination.

A student who has been detained due to shortage of attendance will not be promoted to the next semester and he/she will be required to take re-admission and repeat all papers/subjects of the said semester with the next batch of students. In other words, he/she will lose one year.

- (ii) Every student has to attend a minimum percentage of classes in all the subjects as prescribed by the University/Bar Council of India; Failing which he/she shall not be awarded the Degree.

The Bar Council of India also requires the student to produce a Certificate of Attendance issued by the Head of the Institution at the time of his/ her enrolment with the Bar Council. If a student does not have 70% of attendance, he/she will not be permitted to enrol as an advocate as per the Advocates Act 1961.

- (iii) In case of participation in co-curricular and extra-curricular activities, student application shall be duly recommended by the faculty in-charge of the particular activity should be submitted to the Head of Department concerned before such participation, and also immediately after the participation is over for grant of attendance for that period. Any application received after 3 working days of the event will not be accepted.
- (iv) Once the list of students detained on account of shortage of attendance has been put up on the notice board, no further hearing will be given to the students except in cases of any discrepancy in the calculation of attendance.
- (v) If a student is continuously absent without permission of the concerned Head, his/her parents/guardian will be informed accordingly.

### Ragging

With reference to guidelines of the Hon'ble Supreme Court of India in Writ Petition No. (C) 656/1998, DHE, Delhi, UGC, BCI and Guru Gobind Singh Indraprastha University, ragging is totally prohibited and anyone found guilty of ragging or abetting ragging will be liable for punishment as per "UGC Regulations on Curbing Ragging". To prohibit, prevent and eliminate the scourge of ragging from the Institute, the Anti - Ragging Committee is constituted in the institute. The committee ensures compliance with the provisions of these Regulations / Guidelines as well as the provisions of any law for the time being in force concerning ragging. The Committee takes adequate measures for prevention

of ragging. In case of any query/complaint the committee can be reached at [antiraggingcommittee@maims.ac.in](mailto:antiraggingcommittee@maims.ac.in).

### Anti-Ragging Committee

S. No.	Name & Designation	Post
1	Dr. Geetanjali Gupta, Assistant Professor, Dept. of Commerce, MAIMS	Convenor
2	Dr. Shaveta Gagneja, Associate Professor, Dept. of Law, MAIMS	Member
3	Dr. Nirdosh Kumar, Assistant Professor, Dept. of Law, MAIMS	Member
4	Ms. Kamna Vaid, Assistant Professor, Dept. of Economics, MAIMS	Member
5	Dr. Nisha Singh, Assistant Professor, Dept. of Journalism & Mass Communication, MAIMS	Member

### Discipline

The MAIMS is one in which faculty members and students can flourish in an atmosphere of mutual respect. Students will be guided in a positive manner to develop their full potential academically, socially and emotionally. The Institute is a peaceful one in which differences are settled through negotiation and problem solving. Everyone has a right to be shown respect, kindness and courtesy and to live in a safe environment.

1. All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation.
2. Students are strictly forbidden to write or make any remarks on wall or any part of the Institute premises or on furniture.
3. Discourtesy and disrespect to the members of the Institute in any form will be viewed seriously and students responsible for such misbehaviours are liable to be dismissed.

### Breach of Discipline

A student committing any breach of discipline in the Institute as specified below will render himself/herself liable to disciplinary action:

1. Any form of bullying or ragging.
2. Unacceptable behaviour including but not limited to irregular attendance, academic dishonesty, disruptive behaviour, loitering and disrespectful behaviour towards staff or fellow students.
3. Long absence from lectures/training programmes without permission.
4. Absenteeism from university examination without any valid reason.
5. Found inappropriately dressed.
6. Misbehaviour and misconduct of any kind with your peers, staff, faculty and outsiders.
7. Use of criminal force, physical assault or threat to use physical force against any fellow students or any other member teaching or non-teaching staff of the institution.

8. MAIMS is an alcohol and tobacco/substances of abuse free campus. Consumption of alcohol or any form of tobacco within the campus is a punishable offence and would lead to serious repercussions.
9. Use of Crackers or Holi Colours in the Campus.
10. Failing to pay the prescribed fee within the time schedule notified by the Institute.
11. Unauthorised communication/association with foreign nationals, press, undesirable persons and political parties in India and abroad.
12. Entry into areas declared 'Out of Bound' by the Institute authorities.
13. Not carrying an Institute ID Card inside the Campus.
14. Unauthorised collection of funds for any purpose.
15. Cell Phones shall be on "Silent" mode in the class/laboratory/ library or during any other academic activity.
16. Students will refrain from damaging any form of Institute property. The Institute reserves the right to be compensated by the student for any such damages.
17. Putting information/posters without permission of the Head of Department on Notice Boards.
18. Use of unfair means during examinations, class tests, assignments, etc.
19. Carrying or possession of a deadly weapon inside or outside the Institute's premise.
20. Any form of gambling.
21. Any other behaviour or act by a student or group of students that threatens the Institution's disciplinary system or academic environment.

### **Discipline Committee**

The Discipline Committee shall perform the following functions:-

- (i) To examine issues relating to maintaining discipline among students in the teaching department of the college or the institution.
- (ii) To investigate acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Discipline Committee by the Director of an institution, and to submit their findings, conclusions, and recommendations.
- (iii) To oversee and keep an eye on the current disciplinary climate at the institution.
- (iv) To take preventive and precautionary measures, such as issuing notices, warnings, instructions, etc., as necessary, to stop individual or group acts of indiscipline, misconduct, and ragging, etc.
- (v) To maintain contact with the police, relevant government departments, nearby institutions, and relevant authorities regarding the maintenance of law and order in the institution.
- (vi) To carry out any additional duties that may occasionally be given to it by the Director of the Institution.

To ensure discipline among students, MAIMS has constituted a "Discipline Committee" of following members. In case of any query/complaint the committee can be reached at **discipline@mains.ac.in**.

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Post</b>
1	Dr. Riya Sharma, Associate Professor, Dept. of Business Administration, MAIMS	Convenor
2	Dr. Charu Mohla, Associate Professor, Dept. of Business Administration, MAIMS	Member
3	Mr. Praveen Malik, Assistant Professor, Dept. of Law, MAIMS	Member
4	Dr. Nirdosh Kumar, Assistant Professor, Dept. of Law, MAIMS	Member
5	Dr. Deepak Dagar, Assistant Professor, Dept. of Business Administration, MAIMS	Member
6	Dr. Nisha Singh, Assistant Professor, Dept. of Journalism & Mass Communication, MAIMS	Member
7	Dr. Rachna Jain, Associate Professor, Dept. of Commerce, MAIMS	Member
8	Dr. Monica Sharma, Assistant Professor Dept. of Business Administration, MAIMS	Member
9	Ms. Smriti Sharma, Assistant Professor, Dept. of Law, MAIMS	Member

### **Penalties and Punishments**

The Institute reserves to itself the right to remove or rusticate students from the rolls on the grounds of deliberately furnishing false particulars for admission to the Institute. The Institute can also dismiss students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to the other students. Immorality, grave insubordination, contempt of authority or wilful damage to property is always a sufficient reason for immediate dismissal.

### **Parent Teacher Meeting (PTM)**

The Faculty maintain regular contact with the parents/guardians of their students to keep them informed of the state of their ward's academic pursuits, their general conduct or behaviour and interest in cultural and other co-curricular activities etc. Once a semester, parent-teacher meetings are held preferably with a prior appointment. However, parents can come to meet the staff between 03:00 PM and 04:00 PM on any working day, if needed for private discussions and potential changes in their ward.

### **Dress Code**

The students are required to be well dressed on all working days in college premises but on the specified days, students must wear the appropriate dress as prescribed by their respective departments. Any activity, including Guest Lectures, Workshops, Training Programs, Interviews, and Presentations, will not be permitted in casual wear. The dress code for students in the Department of Law is white shirt with black trousers twice a week, on Mondays and Wednesdays.

### **3. LIBRARY RULES & REGULATIONS**

MAIMS has established itself as a centre of higher learning which is providing a high quality of management education. This has been possible only with the help of dedicated & experienced staff, and fast growing well-furnished two digital libraries.

## Library Computerization

The MAIMS Library is fully computerized on the basis of software ‘Del Plus Ver .2.0’ multi user version which meets international standards. Computerization of the Library includes database management system (DBMS) of library holding, computer-based acquisition processing and control system, automation.

### Services of the Library are divided into three sections

- (A) **Circulation section**
- (B) **Reference Section**
- (C) **Book Bank Section**

### Circulation Section

Library books are issued/returned through software Del Plus Ver .2.0. At the time of borrowing a book, the student is required to show Identity-cum-Library Card at the library circulation counter. While returning the books, it is the duty of the student to ensure that the library assistant has made the appropriate entry in library records. Library issues books only to the regular students of MAIMS from the circulation section of the Library.

### Reference Section

This section has at least one copy of the book as prescribed in the syllabus for each subject. Journals and magazines are also kept here for reference. Books from the Reference section are not issued to the students.

### Book Bank Section

MAIMS provides book bank facility to the students. Under this scheme, one book for each subject will be issued to students at the beginning of every semester. Students are required to return these books in the same condition after the end of the semester. The Scheme is optional.

The fees for availing the facility are Rs. 5000 (For 3 year undergraduate Courses)/ Rs. 6000 (for five year Undergraduate Courses i.e. BA LLB, BBA LLB) which is fully refundable after the completion of the student’s respective course.

### Library Fine Collection

When the student returns the book after the due date, the library charges a late fine @ Rs. 2/- per day per book. A proper receipt is given for the money taken with the signatures of Chief- Librarian/ Senior Librarian/Library Assistant. The total amount collected from the fine is deposited in the Accounts Section.

### General Library Rules

1. Library shall remain open from 09.00 A.M. to 4.30 P.M. on all working days. In addition, library facilities may be extended for any class of users by the competent authority.
2. The Reference Section has two sub-sections. One section has encyclopaedias, dictionaries, handbooks, yearbooks, atlas, etc. While the other section has Periodicals (journals, magazines) and certain important textbooks. However, the resources of this section are not issued to any student.
3. Student shall be issued a non-transferable membership Card. All the students are expected to show the membership card if needed for availing library service(s).
4. The students will be issued a maximum of 3 books for a period of 10 days.



5. It will be the duty of the student to take proper care of every resource borrowed from the library and return it to the library in the same condition as it was at the time of borrowing. In case a book is defaced/ mutilated, the student has to replace it with a new book of the latest edition.
6. Students are required to take necessary care while using the resources of the library. If any student is found guilty of mishandling any book, journal, CD, etc. disciplinary action will be taken against him.
7. The entire library is under the CCTV surveillance system.
8. Before entering the library students have to sign in the Visitors' Register.
9. Readers are advised not to bring their belongings in the library. However, students are allowed to bring their Laptop (without Laptop Cover).
10. Use of Mobile phones (with or without speakers or headphones) is strictly prohibited inside the Library.
11. Writing, marking or otherwise disfiguring or damaging books or furniture is prohibited & punishable.
12. Students are required to maintain silence in the library.
13. Photography and recording are not allowed in the Library premises.
14. Drinking/eating/talking/sleeping or sitting in an inappropriate posture is prohibited in the library.
15. Readers are required to leave the books/documents on the reading table after use. They are prohibited from keeping/hiding a document at any other place in the Library.
16. After the Final End-Term Exam is over, each student is required to obtain a No-Dues Certificate from the Library on returning all the books issued to him/her, surrendering the borrower's card and paying outstanding dues, if any.
17. The library rules and regulations can be modified from time to time and shall be binding on all concerned.

#### **4. MAHARAJA AGRASEN CULTURAL SOCIETY (MACS)**

The inculcation of moral and aesthetic values with the amalgamation of talent and indigenous culture are a huge challenge of any community. The cultural society of MAIMS believes in the preservation of this immaculate heritage. MAIMS Cultural Society aims to encourage students' interest, participation and responsibility by providing social, cultural and recreational activities for the College Community. Keeping this in mind MAIMS Cultural Society has different clubs which give students an opportunity to demonstrate and develop their talent in a wide variety of fields giving boost to their physical and mental health.

Since its inception in September 2009, the Cultural Society has organised and encouraged students to participate in various cultural competitions held in different educational institutions across Delhi. The self – motivated and ceaseless activities of over three dozen clubs and societies constitute a very important part of college life and offer a large variety of avenues of self – expression. For each subject there is a Society that sponsors extra – curricular lectures and discussions and, in general, tries to stimulate interest in the subject. There are many other academic and cultural societies and clubs covering various activities, such as dancing, debating, dramatics, film and music appreciation, social service, photography and many more. Some of the important clubs under the ambit of MAIMS Cultural Society are Samagra, Swaraag, Srijana, What A Click, Manthan, Illuminate, India's First Club, Compact Society, Think Tank, Brand Wagon Club, Spectrum, etc. to name a few.

<b>S. No.</b>	<b>Club/Society – Name</b>	<b>E - mail id</b>
1	MAIMS Alumni Association	alumniassociation@maims.ac.in
2	Advansop – Adventure & Sports Club	advansop@maims.ac.in
3	Arthanomics – the Economics Club	arthanomics@maims.ac.in
4	Benevity - Ethics & CSR Club	benevity@maims.ac.in
5	Brand Wagon – Brand Pitching & Event Management Club	brandwagon@maims.ac.in
6	Commpact – the Commerce Society	commpact@maims.ac.in
7	Cygnus – the Fashion Society	cygnus@maims.ac.in
8	E-cell – Entrepreneurship Club	ecell@maims.ac.in
9	Enactus – Social Entrepreneurship Club	enactus@maims.ac.in
10	Environment Sustainability Club	environmentsustainability@maims.ac.in
11	Finversion – the Finance Club	finversion@maims.ac.in
12	Gender Sensitization & Equality Initiative Club	gendersensitizationclub@maims.ac.in
13	Illuminate – the Learning Hub	illuminate@maims.ac.in
14	Indak – the Dance Club	indak@maimc.ac.in
15	India First Club – Patriotism Fervour	indiafirstclub@maims.ac.in
16	Manthan – the Literary Club	manthan@maims.ac.in
17	Moot Court Society	mootcourtsociety@maims.ac.in
18	Maharaja Agrasen Forum	maharajaagrasenforum@maims.ac.in
19	National Cadet Corps (NCC)	ncc@maims.ac.in
20	National Service Scheme (NSS)	nss@maims.ac.in
21	Samagra – the Theatre Club	samagra@maims.ac.in
22	Sancharika – the Communication Club	sancharika@maims.ac.in
23	Spectrum – Electronic Media & Graphics Club	spectrum@maims.ac.in
24	SpicMacay – Promoting Indian Culture	spicmacay@maims.ac.in
25	Swaraag – the Musical Club	swaraag@maims.ac.in
26	Srijana – the Fine Arts Club	srijana@maims.ac.in
27	ThinkQuest- the Research Club	thinkquest@maims.ac.in
28	Vidhi Mitra- the Legal Services Clinic	vidhi@maims.ac.in
29	Virtuous – Moral Values Club	virtuous@maims.ac.in
30	What a Click – the Photography Club	whataclick@maims.ac.in

**For further details and complete student handbook, visit college website at [maims.ac.in](http://maims.ac.in)**



...नकल एजुकेट  
 द्वारा संचालित  
 ...के परिसर में  
**महाराजा अग्रसेन की प्रतिमा का अनावरण**  
 श्री ओम प्रकाश सिंहल, उपाध्यक्ष (वित्त) विश्व हिंदू परिषद  
 के कर कमलों द्वारा  
**डा. नंद किशोर राय**, की अध्यक्षता में  
 रविवार 16 अक्टूबर 2011 को सम्पन्न हुआ।  
 प्रतिभा सहयोगी श्री जानचंद अग्रवाल सुपुत्र स्वर्गीय श्री भावानंद अग्रवाल एवं स्वर्गीय श्रीमती रत्नगोदेवी  
 तथा श्रीमती सत्या गुप्ता धर्मपत्नी स्वर्गीय श्री रामनिवास गुप्ता प्रसन्न स्थिति  
 टेकचंद गुप्ता टी आर राय सतीशचंद गुप्ता बृज भूषण गुप्ता  
 विश्व हिंदू परिषद अध्यक्ष महासंजीव जोषा अध्यक्ष संयोजक



**MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

**ISO 9001:2015 Certified Institution**

**(Affiliated to GGSIP University & Recognized by BCI)**

**Recognized by UGC under section 2(f)**

**MAIMS- Where Reality goes beyond Expectations**