



AIMS INSTITUTES

Peenya, Bangalore

STUDENT HANDBOOK

Celebrating
25th
★ YEAR ★

AIMS Institutes was established in the year 1994 with a vision to expand the horizons of teaching-learning realms, wherein, the students' intrapersonal and interpersonal disposition is groomed. It is a great pleasure to state that the AIMS fraternity is enduringly infusing resilient confidence among the students to excel in their academic, professional endeavours and personal lives. The institute is also innovative in its approach to teaching-learning endeavors.

www.theaims.ac.in

STUDENT DETAILS

Student Code:

Program: _____

Section: _____

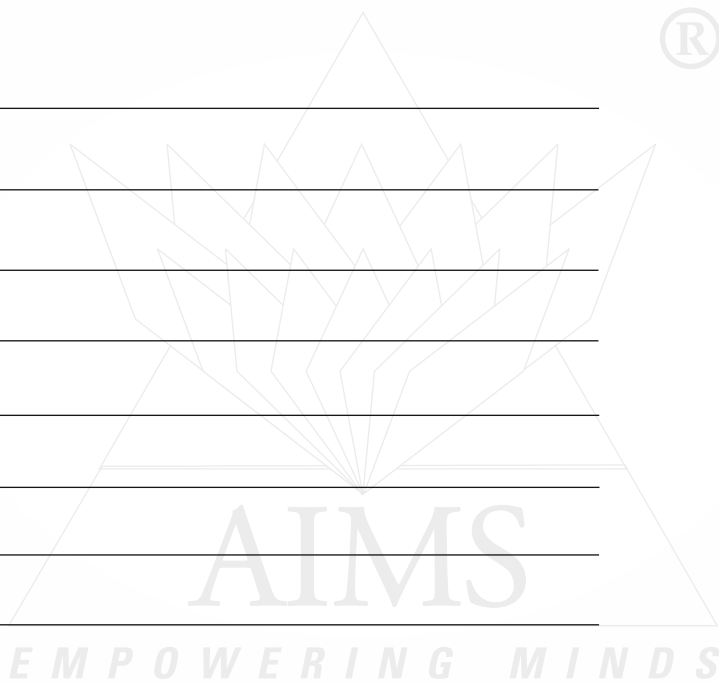
Name: _____

Email ID: _____

Contact No. _____

Address of Parent / Guardian: _____

Contact No. of Parent / Guardian: _____



AIMS Institutes

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- » **Knowledge** is power and is represented in the flame red colour. Knowledge is expansive and acquired in stages represented in the graphic of the blossoming Lotus.
- » The green stalk and the pink petals suggest blooming of the **undergraduate** to **postgraduate** eminence that AIMS enables with a strong foundation.
- » All with objective of **empowering minds** to reach perfection represented by the upward pointing triangle.

VISION, MISSION, OBJECTIVES & QUALITY POLICY

Vision

“Transform youth into professionals of global excellence with a deep concern for society”

Mission

AIMS Institutes continuously strives to:

- Establish and maintain the state-of-the-art infrastructure
- Engage faculty of the highest competence
- Improve teaching aids, methodologies and training tools for both faculty and student
- Inculcate in students the spirit of team work, leadership, entrepreneurship, global perspective, quality, values of ethical behavior and sensitivity to society.
- Nurture professionalism and effective industry interaction

Objectives

The primary objective of AIMS Institutes is to provide quality education to create:

- Dynamic leaders for the industry
- Academicians and researchers with relevant knowledge
- Entrepreneurs and professionals of high caliber
- Citizens sensitized towards the societal needs

Quality Policy

AIMS Institutes is committed to “Create intellectual capital through an exemplary value based system, which provides foundation for a life time of professional growth and personal development. This is achieved by adopting innovative teaching, providing international exposure and encouraging continuous research and learning”.

PRAYER

Matru devo bhava, Pitru devo bhava
Acharya devo bhava, Athithi devo bhava
Satyaam Na Pramadithavyam!
Dharmath Na Pramadithuvyam!
Swadhyayath Na Pramaditavyam!

We pray to the Almighty
Guide us in our quest for academic excellence
Lead us to a state in life
Where we will be a pride to our family and the nation
Give us O God!
Sunshine where there is darkness
Fortitude where there is weakness
Perseverance where there is despair
Help us to scatter kindness along the way
So that we will never walk alone

ANTHEM

Like a rivulet
So we students
Head for the Sea of Knowledge
Striving ever
Values mentored
Minds empowered 
Serve the world around us
To nurture it ever
We love AIMS
Our Alma Mater
We love AIMS
Our Alma Mater
Jai Hind..... Jai Karnataka



THE PREAMBLE

This handbook gives students of the AIMS Institutes, guidelines for academic and personal conduct during their term here. Our students are expected to imbibe value based conduct, emotional stability, maturity of thought and concern towards fellow beings. We aim that the students will strive to achieve the objectives of the institute, abide by the rules and conduct themselves in a manner so as to bring laurels for themselves and for the Institute.

The handbook contains information for students and parents about the governance; available services and facilities; academic processes, procedures and regulations, administrative support and procedures, and conduct standards and regulations.

An insight into the above will help in understanding the academic and non-academic support available in order to realize the aspirations with which students join the institute and conduct themselves as per the rules and regulations during the tenure as a student.

Students of the Institute are bound by the policies, procedures and academic regulations mentioned here, or issued by competent authorities from time to time. The management reserves the right to amend the handbook, whenever necessary, and shall be effective from the date of formal notification of guidelines.

Any change in the guidelines will be notified and communicated through circulars, notice boards, email, SMS or official groups. In case of any queries / clarifications students may contact the concerned persons



Message from Founder & CEO, AIMS Institutes



Welcome to AIMS Institutes!!

You have traversed the path of education to achieve the best in your life. AIMS Institutes has grown substantially over the years and we are proud to induct you into the family and be an integral part of our institution. I appreciate you for choosing AIMS Institutes, one of the premier institutes of the country, to commence your inquisitive quest for academic and professional excellence. It is an assurance from AIMS Institutes that we will be with you to realize your professional dreams. The time you are going to invest here would be the best time of your life. We have a wonderful program chalked out for your overall development. It is not only your academic success that matters to us, but also your holistic development.

This handbook contains all the information in a nutshell pertaining to the facilities, academic schedules, policies and procedures, activities for student empowerment through the AIMS Focused Centres, anti-ragging act and the anti-ragging squad, women's cell, and rules and regulations to be followed during the course of your stay. It also has references of people to be contacted for any assistance on the campus. Please read this book carefully as understanding what is expected of you will help you to be successful during your stay here. In case of any requirement, you may contact me.

Wishing you the Best during your time at AIMS Institutes. God Bless You.

Dr. Kerron G. Reddy
Founder & CEO, AIMS Institutes

Message from COO, AIMS Institutes



AIMS Institutes operates on its vision, mission and quality objectives. Our continuous endeavor is to provide you a platform that would give you an enriching experience through a combination of academic activities with various focus centers that focus on areas of entrepreneurship, sustainability, community service, research, consulting, international liaison, and student development.

As an individual you are on the verge of entering a professional life in a few years; and one of our priorities is to provide you with the right exposure to excel as professionals. Apart from signature events and certificate courses that are conducted throughout the academic year, we create platforms, to interact with professionals from various industries.

I urge you to utilize all the opportunities that come your way and actively participate in various activities and connect with as many professionals and experts as you can during your time at AIMS. Nothing is more thrilling to all of us at AIMS than seeing you excel in your chosen profession. Indeed, it is the assurance of AIMS Institutes that the students under the supervision of the Institute's norms will be guided to pinnacles of success.

Always remember - You are an AIMER, always aim high!

Dr. Priyanandan Reddy M
COO, AIMS Institutes

Email: priyanandan@theaims.ac.in

Message from Director - Undergraduate Education & Admissions, AIMS Institutes



Dear AIMERS!

On behalf of the entire department of Undergraduate Education, we congratulate each one of you on being selected into AIMS to accomplish your educational & professional aspirations and heartily welcome you to the Institutes! Your journey in attaining professional success has just begin with us.

We at AIMS staunchly believe in striving for continual excellence in the delivery of most relevant & meaningful knowledge/ skill sets to our students. To reinforce this belief, we have been constantly interacting with advisors/experts from industry in framing & delivering various augmentation, simulation, training & certification programs to make you industry ready.

Right from the day you enter AIMS till the day you are graduated, your performance would be continually measured and mapped at regular intervals and plan of action for improvement would be suggested to help raise your academic scores.

It is our strongest desire to ensure that AIMS is a melting pot of minds from diverse cultures, traditions and business philosophies that come together in collaborating, exploring and excelling in this era of globalisation. Reflectively from past 25 years, we have been host to students from 40+ countries and almost every region in India. We expect you to benefit from this diversity and collaborate within your departments and beyond in working on various inter-disciplinary research projects & publications, assignments, cultural shows, talent windows, fests and more.

Wishing you an empowering experience during your stay at AIMS!

Roja Reddy Meka
Director - Undergraduate Education & Admissions, AIMS Institutes
Email - rojareddy@theaims.ac.in

THE MANAGEMENT TEAM



Sri. B. M. Reddy

President - JMJ Charitable Educational Trust



Dr. Kiran Reddy

Treasurer - JMJ CET

CEO - AIMS Institutes & Principal - AIMS IHE



Mr. Gopal Reddy

Director - AIMS Institutes



Dr. Priyanandan Reddy

Secretary - JMJ CET and

COO - AIMS Institutes



Mr. Maneesh Reddy

Member - JMJ CET and

Director - Strategic Initiatives - AIMS Institutes



Ms. Roja Reddy

Member - JMJ CET and

*Director - UG Education and Admissions
AIMS Institutes*



Ms. Anagha Reddy

Member - JMJ CET and

*Director - Secondary Education
AIMS Institutes*

AIMS INSTITUTES

AIMS Institutes was established in the year 1994 as Acharya Institute of Management and Sciences by a group of eminent educationists and philanthropists to provide a healthy environment that nurtures the acquisition and dissemination of information through quality education.

In order to cater to the multitudinous requirements of the students, AIMS Institutes embraces highly committed, qualified and experienced teaching fraternity. Academic support is extended to students through curricular, co and extra-curricular activities. AIMS Institutes fraternity enduringly infuses resilient confidence among the students to excel in their academic, professional endeavours and personal lives. As per the Vision of AIMS Institutes, Focus Centers are established to support the academic departments render co-curricular exposure to students by imparting training and certification programs, conducting events, seminars and conferences, to instill sense of responsibility to the society and environment and extend a global perspective to the courses offered.

The Institutes offer a plethora of courses from Pre-University, Under Graduate, Post Graduate and Research Programs to cater to the fields of Management, Information Technology, Hospitality, Commerce, Arts and Sciences.

AIMS Institutes comprises of four institutions as in Fig. 1

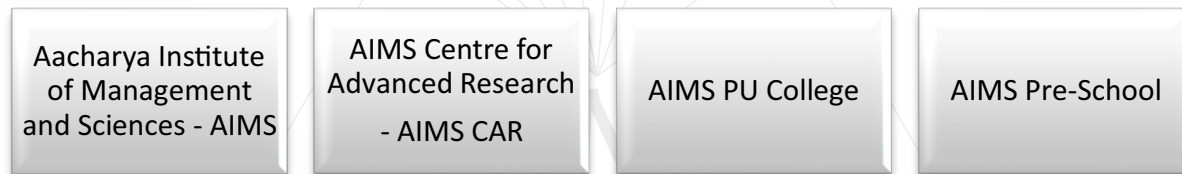


Fig 1: AIMS Institutes

The various higher education programs offered by the institutions are categorized as specific schools as in Fig.2.

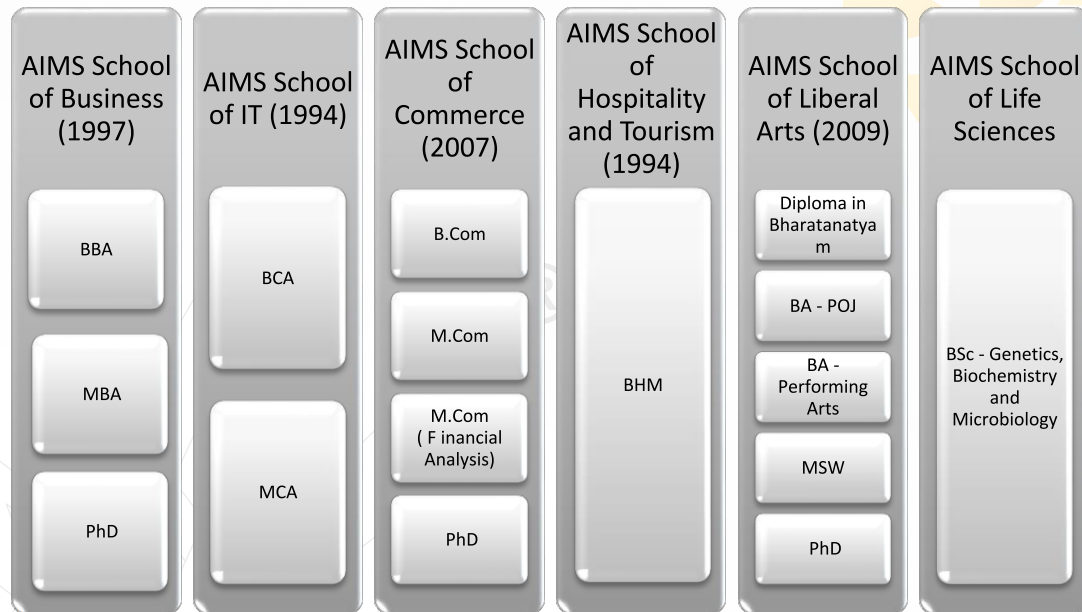


Fig 2: Schools of AIMS Institutes

The programs offered by AIMS PU College are

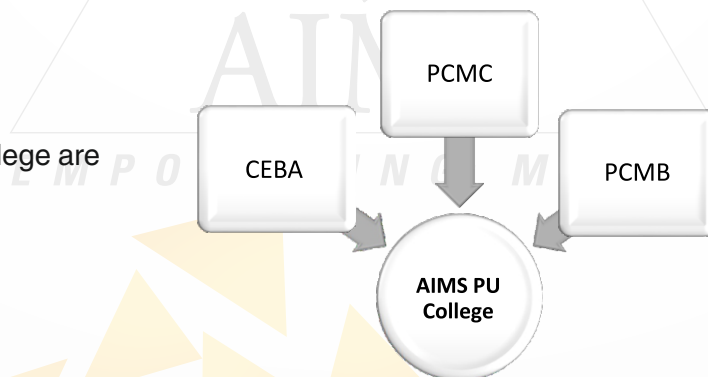


Fig 3: Courses Offered by AIMS PU College

ACADEMIC & PROFESSIONAL EXCELLENCE

Commitment to its quality policy of high excellence, continuous reinvention and inclusion of new pedagogical tools and practices with special emphasis on matching infrastructural up gradation has fetched many moments of pride for the institution in terms of accreditations, top rankings, certifications and awards from many prestigious national and international bodies.



Fig 4: Institutions Accreditations

AIMS Institutes is accredited 'A' Grade by National Assessment and Accreditation Council - NAAC with a CGPA of 3.46 on a grade of 4. The B-School Programs are also accredited by the International Accreditation Council for Business Education (IACBE), USA.

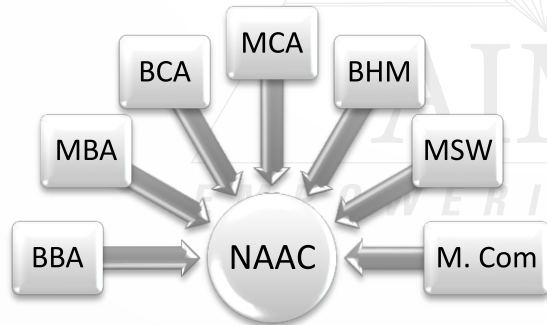


Fig 5: Programs Accredited by NAAC

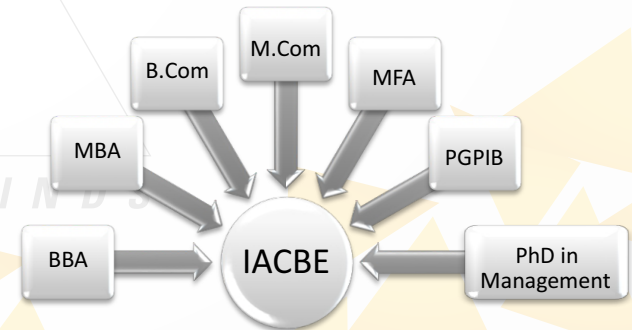


Fig 6: Programs Accredited by IACBE

AWARDS & RECOGNITIONS

- « Dr. Kiran Reddy awarded WINNER of India's Top 20 Women Leaders in Education 2020 by Excellence in Leadership 2020 Program.
- « Certificate of appreciation from Campus to Community for the participation in Vidyagama Central Government project, 2020
- « Appreciation Certificate for services during Covid times from Subhash sahayastha Trust, 2020
- « Patent registered with latium Ranking with a score band > 30 (AICTE-CII Survey 2019) 
- « AIMS School of Business was awarded the Top Private Institute in Karnataka under Management Category by Jagran Josh, March 2019.
- « AIMS Institutes is now a partner with Yunus Business Center and has received a partnership agreement award from Nobel Peace Prize Winner, Dr. Muhammad Yunus in the month of June 2018.
- « Certificate of Appreciation from ITC Ltd – PSPD for contribution towards well-being out of Waste Program - June 2018
- « Guinness World Records - The Largest Diabetes Awareness lesson, an event organized by Rotary International District 3190 and Samatvam in Karnataka, India on 23.02.2017.
- « AIMS Institutes was awarded the Best Participating Institute in the IFCA – National Young Chefs Convention 2017
- « Future of India – Business Excellence and Achievement Award for Entrepreneurs – 2016 Educational Leader of the Year to Dr. Kerron G. Reddy, CEO & Principal, AIMS Institutes
- « BMA Award – Institute of Excellence in Higher Education, 2015
- « International Association of Lions Club awarded Institution of the Year for Academic Excellence and Concern for Society- 2015
- « Ex-Servicemen Award for Best CSR Activity from the Ex- Servicemen Association - 2015
- « “Great Place to Study” India Edition 2014-16 by Skill Tree at London, United Kingdom, 2014
- « Indian Association for the Blind (IAB) Outstanding Service Award 2013
- « Outstanding Service Award in recognition of voluntary contribution for the empowerment of persons with visual challenges, 2013

RANKINGS

- « Best B- School Rating of “AAA” (Careers360 B -School Survey)
- « 2nd Rank in the category of Super Excellence in Bangalore and 4th Rank in India (GHRDC Hotel Management Survey)
- « 2nd Best Private Hotel Management in Bangalore and 4th Best in India, (The Week Best Hotel Schools Survey)
- « 4th Best Emerging College in Social Work, Bangalore (India Today Social Work Survey)
- « Platinum ranking with a score band >30 (AICTE-CII Survey 2019)
- « 4th Best B-School in Bangalore (Times B-School Survey 2019)
- « 5th Best Private Hotel Management in India (GHRDC Survey 2019)
- « 3rd Best Private Hotel School in South India and 5th Best in Karnataka (The Week Best Hotel Schools Survey)
- « 6th Best Hotel Management Institute in Karnataka (India Today Hotel Management Survey 2019)
- « One Among Top 100 Management Institutes in India – (NIRF 2018)
- « 3rd Best B-School in Karnataka (Times S B-School Survey 2018)
- « 3rd Best Hotel Management Institution in Karnataka (GHRDC Survey 2018)
- « 5th Best Private Hotel Management in India (GHRDC Survey 2018)
- « One among Top 100 Management Institutes in India – (NIRF 2017)
- « Platinum ranking with a score band >30 (AICTE-CII Survey 2017)
- « 2nd Best Private B-School in Bangalore (The Weeek B-Schools Survey 2017)
- « A+++ Ranking (Careers 360 2017)

UNIVERSITY RANKS

★ 2020

- 1st Rank - Ms. Tanyashree, MFA
- 2nd Rank - Ms. KEERTHANA R, MFA
- 2nd Rank - Ms. Rajalakshmi, MSW
- 3rd Rank - Ms. Gayathri M, MCA
- 4th Rank - Ms. Sukanya S, MSW
- 5th Rank - Ms. Dorothy, MSW

★ 2019

- 5th Rank - Ms. Farzana Anzum, MCA
- 2nd Rank - Megha B, MCA
- 4th Rank - Rahul Kumar Gupta, MTTM
- 9th Rank - Ms. SrijanaYadav, BBA

★ 2018

- 1st Rank - Ms. Nethravathi G R, MCA
- 1st Rank – Mr. Abhilash Kaushik, MA English
- 2nd Rank – Ms. Simran Lal, BCA
- 2nd Rank – Ms. Nikita Dangol, MSW
- 5th Rank – Ms. Gomes Shameen Fiona, MTTM

★ 2017

- 2nd Rank - Ms. Asmita Thapar, MSW
- 3rd Rank - Ms. Aditi Bhadra, MSW
- 3rd Rank - Anugraha Ramamurthy, MBA
- 4th Rank - Ms. Pragati Katuwal, MSW
- 5th Rank - Ajmakin David

★ 2016

- 3rd Rank - Mr. Lukram Goodyrani, MA English
- 4th Rank - Mr. Basanta Sapkota, BHM
- 5th Rank – Mr. Sachin Kamat, BHM

★ 2015

- 5th Rank – Ms. Yukta Mohana Agarwal, BCA

★ 2014

- 2nd Rank - Ms. Darshika C, MSW
- 3rd Rank - Ms. Padmaja I P, MA

COLLABORATIONS

AIMS Institutes has MOU's and associations with National and International organizations to promote research, teaching and exchange programs to ensure professional grooming of its student community.

PROFESSIONAL BODIES	ACADEMIC ARTICULATIONS	INDUSTRY
▪ EFMD Global Network, Belgium ▪ EUHOFA, Switzerland ▪ NAFSA - National Association of Foreign Student Advisors, USA ▪ Bangalore Management Association, Bangalore ▪ National HRD Network (NHRD), Bangalore Chapter ▪ NEN, New Delhi ▪ SAQS, Hyderabad ▪ All India Management Schools Association (AIMS) ▪ Computer Society of India (CSI), Bangalore ▪ Indian Society for Training and Development (ISTD) ▪ Indian Society for Technical Education (ISTE) ▪ Association of Women Entrepreneurs of Karnataka (AWAKE), Bangalore ▪ AIMS-ATMA	▪ Groupe ESC Troyes, France ▪ University of Fraser Valley, Canada ▪ TAFE NSW Hunter Institute, Australia ▪ Universite Laval, Quebec, Canada ▪ Whiteria Institute of Technology, New Zealand ▪ BA School of Finance, Riga , Latvia ▪ Ecole de Management de Normandie, France ▪ Cambride International Education Centre, London ▪ University of California, Riverside, California, USA ▪ University of Shimane ▪ UMY : Muhammadiyah Yogyakarta University ▪ University of Janabadra, Indonesia ▪ UAD : Universitas Ahmad Dahlan, Indonesia ▪ PGRI Yogyakarta University, Indonesia	▪ Apple Inc, US ▪ CIMA ▪ SEBI ▪ EDUPINNACLE ▪ Mind Parkour ▪ STYRE ▪ NEMMADI ▪ India Community Development Service Society (ICDSS) ▪ Future India Foundation (FIF) ▪ Lovedale Foundation ▪ Bangalore CNC Cluster

INFRASTRUCTURAL FACILITIES

AIMS Institutes believes in providing appropriate infrastructural facilities for academic, co-curricular and extra-curricular activities to create a congenial atmosphere for all round holistic development of students. The campus provides facilities for all types of classroom learning, interactive and participatory learning, research and practice. The campus is Wi-Fi enabled and disabled friendly.

Classrooms

The Institutes has adequate classrooms furnished with required seating arrangements and teaching equipment such as projectors and audio visual aids. Within the classrooms, wall magazine facilities are provided to display paper cuttings, reports related to current affairs and notices.

Laboratories

Computer Centers

Two computing labs and a central computing centre, all fully networked, internet enabled and equipped with the latest hardware, audio visual aids and relevant software cater to the IT requirements of the students.

The Apple Authorized Training Centre for Education (AATCE), the first, to be established in India, provides opportunity for students to undergo training and certifications in Apple products. The center also have IBM SPSS and COGNOS software for training in business analytics.

Business and Accounting lab

The lab is for exclusive use by Management and Commerce students to have hands-on training in the respective domains. The lab is equipped with the relevant software and training kits to familiarize students with various day to day financial transactions.

Language lab

Equipped with computers and relevant software, the centre is utilized for training students improve their spoken English skills.

Hotel Management Labs

The state of the art labs with contemporary facilities such as Basic Training Kitchen; Training Restaurant with Bar, Quantity Training Kitchen, Advanced Training Kitchen, Bakery and Confectionery Lab, Front Office Lab and Housekeeping Lab for exclusive use by the hospitality students.

Science and Psychology Lab

Well equipped laboratories for experiments and experiential learning in Life Sciences cater to the curricular requirements of the respective disciplines.

Labs for Performing Arts

Well equipped auditorium, amphitheatre and class rooms cater to the requirements of the Performing Arts programs

Code of conduct for the laboratories:

- Only students, faculty and staff of AIMS Institutes are allowed inside the computer centers and laboratories.
- Students have to report to their labs on time and in the prescribed dress code.
- All users are required to enter their names and sign the register provided at the entrance of each lab.
- Bags and other personal items are not permitted inside the labs.
- Storage devices like hard drives, pen drives and CD may be carried to the labs only with prior permission of the concerned lab staff.
- Students should occupy the computer systems / slots as directed by the concerned lab staff and shall use the facilities only for academic purposes. All activities of users in the centers are tracked using surveillance software.
- Students shall not involve in hacking or retrieval of sensitive information from the computers and IT servers located anywhere in the campus.
- Any material may be copied from or transferred to the systems in the computer centers only with prior permission of the concerned lab staff.
- All materials - equipment/ chemicals/accessories need to be handled as prescribed and in case of any damage, the cost will be recovered from the students along with a penalty.
- Material cannot be taken out of the labs except with permission from the concerned Program Head/Lab Staff.

Auditorium / Amphitheatre / Seminar Halls / AV Room

The auditorium is well equipped with state-of-the-art facilities to conduct seminars, student activities and corporate events. The amphitheatre area is used to conduct student events and co-curricular activities. The facilities are equipped with audiovisual hardware to enable webinars and video conferencing.

Sports Arena

The sports arena has facility for various outdoor and indoor sports like basketball, cricket, volley ball, throw ball, athletics, caroms, chess, table tennis, etc. Sports Meet is held every year. Talented students are identified and trained to represent the Institutes at university, state, national and international levels.

Cafeteria

Two well laid out cafeterias on campus are the hub of student activity and social exchange. The cafeterias function between 8:00 am and 5:30 pm on all working days and serves North Indian, South Indian and Chinese food.

Banking and ATM Facilities

Punjab National Bank (PNB) with ATM facility operates within the campus. All students are advised to open an account in PNB at the time of admissions by contacting the Admissions Office.

Uniforms & Stationery Stores

It is mandatory for students to follow the dress code prescribed by the Institutes. The uniform is to be procured from the uniform stores in the campus.

The stationery kit comprising notebooks and records is to be procured from the Stationery stores.

Students Accommodation

Students can avail single, double and triple accommodation in the Institute's hostels based on the availability:

- **Richu Hostel for Boys** - Opp. To Bone Mill bus stop, T. Dasarahalli, Post, Chikkasandra, Hesarghatta main, Road, Bangalore North.
- **AIMS Hostel for Girls** – No. 34, Katha No. 45/4, Chikkasandra Village, Bangalore North.

For details **Student Accomodation** on page 45.

Maintenance of Infrastructure Facilities

Students and inmates of campus / accommodation facilities will be individually and collectively responsible for any loss/damage to the property and equipment in the campus and hostels. In case of damage to any building, furniture, apparatus or other property:

- The loss caused to the institution shall be recovered directly from those involved.
- In case of unidentified students / residents causing damage to the property, the cost of repair, as assessed by the designated authorities, will be distributed equally among all the students / residents of such groups or associations found responsible.
- If found guilty, the authorities reserve the right to take direct disciplinary action as fine, forfeiture of the security deposit in part or in total or expulsion at short notice from the institute / accommodation facility.

ACADEMIC SUPPORT

At AIMS, we pride ourselves on the diligence and enthusiasm of our teaching and support teams. With a genuine passion for their subjects, all the faculty boast of extensive professional experience and are committed to helping students realize their ambitions.

To realize its solemn mission, the Institute has a well-designed process to disseminate its intellectual capital, academic and professional strengths to the student community in its campus. The academic support focuses on various sources of knowledge acquisition and application through innovative pedagogical mechanisms for delivery of the curriculum, augmentation and training programs, value based programs and interactive sessions as guest lectures, industry visits, workshops and seminars, corporate connect sessions, internships and live projects with corporate houses.

The teaching-learning process is student centric and aims to fulfill and nurture the dreams and aspirations of the students. Outcomes based pedagogy is practiced where the learning of each student in every activity is measured the achievement of intended outcomes. This assessment helps identify students who require additional academic support and remedial/motivational measures are taken.

The academic delivery is ensured through the Calendar of Events (COE), Course Files and co-curricular activities. The COE will be displayed on the department's notice board. Course files and Intended Learning Outcomes are electronically shared by the faculty member with the students either through the Connexions® Portal, course groups or through the students share, an intranet facility.

Students also benefit from our high caliber visiting guests who are all experts in their fields.

In addition to the fulfillment of the academic requirements as per the curriculum, various focus centers are established to realize the vision of the institutes.

AIMS Entrepreneurship Excellence Centre (AEEC)

AEEC, a leading excellence centre of the institute has been established with the objective of creating an ecosystem vibrant with entrepreneurial spirit and culture, and strongly supports AIMS' vision to empower youth.

The incubation center of AEEC helps students to consolidate their business ideas to plans and ultimately to enterprises. Selection processes identify students with a spark of entrepreneurship and are mentored by a rigorous incubation process. Every year AEEC mentors around 50-60 students. The center also offers certificate programs in entrepreneurship. The intensive mentoring programs facilitate students to network with entrepreneurs in the field and be mentored by them. The center already has 30 successful entrepreneurs.

AEEC has networked with organizations like National Entrepreneurs Network (NEN), AWAKE and EDII to promote entrepreneurship. Further, the center has experienced mentors on board. YASHAS is the in-house publication of AEEC.

The center has bagged many accolades including the Best College for Entrepreneurship Education award from NITIE –Mumbai and the NEN Champions/Runners Up trophy for the last four years. One of the biggest achievements of AEEC is that it has been identified as the local delivery partner by ISB for Goldman Sachs ISB 10K Women Entrepreneurship program.

The center can be contacted by email to aeec@theaims.ac.in or visit to the AEEC Office.

Focus Centres

AIMS Focus Centres (AFCs) facilitate inter-disciplinary learning for the students. The centers engage with organizations at national and international levels through MOUs and collaborations to achieve its purpose. As an educational institution, implementation of national policies pursued by higher education departments is a responsibility and are implemented through the AFCs.

Each Focus Center is headed by a director and assisted by a manager and has faculty/student members. Participation in events conducted by the AFCs as per calendar of events is mandatory.



Fig 6: AIMS Focus Centers

AIMS Centre for Student Development (ACSD)

ACSD focuses on the holistic personality development of the students. The center collects feedback from various stakeholders develops customized training programmes and is responsible for the professional mentoring of students. ACSD facilitates:

- a. Design and implementation of orientation, induction, augmentation and value based programs.
- b. Conduct of co-curricular and extra curricular activities including Yoga.
- c. Events of National importance / recommended by Higher Education department.
- d. Sponsorship of eligible students and prepare them to participate in national and international level events.
- e. Eligible students will be sponsored for up to 2 events in a semester.

The center can be contacted by email to **acsd@theaims.ac.in** or visit to the ACSD Office..

AIMS Centre for International Liaison (ACIL)

ACIL facilitates cross culture orientation and undertakes collaborations and MOUs with foreign institutions to expose students to the global perspective of their courses. ACIL office facilitates:

- a. Global immersion
- b. Exchange Programs
- c. Summer internships and courses

International Students Day – *Kaleidoscope*, a signature event conducted by the center, is a platform for the foreign students to showcase their ethnic culture.

For details students can visit ACIL office or email to **acil@theaims.ac.in**

AIMS Centre for Research (ACR)

ACR promotes research aptitude amongst the students and staff of the Institute. ACR facilitates:

- a. Ph.D Programs
- b. Conduct of FDPs, seminars, workshops and conferences
- c. Sponsorship to participate in research related events
- d. Research projects with the industry, academia and research organizations.
- e. Publication of AIMS Journals and books with ISBN numbers under the AIMS Publications wing

Shamshodhana, is an annual signature event of ACR where students exhibit their research aptitude.

The center can be contacted by email to **research@theaims.ac.in** or visit to the ACR Office

AIMS Centre for Community Services (ACCS)

The Institutional Social Responsibility (ISR) of AIMS Institutes is driven by the ACCS in coordination with the Department of Social Work and the NSS Unit. ACCS undertakes the following:

- a. Sensitization of students to social issues in collaboration with governmental and non-governmental organizations.
- b. Awareness programs on health, cleanliness, social responsibility, gender sensitization and good citizenship through rural camps, street plays and rallies.
- c. Certificate programs in community and rural development
- d. Swachh Bharat Campaigns

Rural Camp is an annual event conducted by the center and offers a wonderful opportunity for students to connect with the society. It is mandatory for every student to be part of the event or associate with an organization to carry out ISR activities.

The center can be contacted by email to **accs@theaims.ac.in** or visit to the ACCS Office

AIMS Centre for Consultancy (ACC)

ACC promotes consultancy activities with the industry, academia and research bodies at the national and international levels. The center undertakes skill development programs and market surveys for the corporate, government and non-government organizations. Students can opt to be part of the consultancy projects to enhance the value of their CV and imbibe relevant knowledge. The center also develops case studies for the teaching learning process based on the consultancy taken up.

The center can be contacted by email to **acc@theaims.ac.in** or visit the ACC Office.

AIMS Centre for Sustainability (ACS)

ACS pursues the mission of establishing a sustainable campus and empowering the society. Awareness programs, conferences and seminars are held to discuss and deliberate on sustainable practices. The center also offers certificate programs in sustainability.

The International Round Table Conference is a signature event of the center to bring together the stakeholders and enable make decisions that help preserve the natural ecosystem.

For details students can contact by email **acs@theaims.ac.in** or visit the ACS Office.

AIMS Centre for Corporate and Public Relations (C&PR)

Center for Corporate and Public Relations assist students connect with the industry, facilitate internships and job placements and nurture industry institute interaction. The centre ensures students are equipped with relevant skills to take up challenges of the industry. The annual Alumni Meet **Nostalgix** organized by C&PR facilitates the reunion of alumni. In addition the centre facilitates

- On and off-campus interviews for internship, projects and placements
- Career counselling sessions
- Alumni Interactions

For details students can contact by email - **placements@theaims.ac.in** or visit the C&PR Office.

Note: Students participating in the activities by the Focus Centres will get certificates of participation / contribution.

Information Resource Centre - AIMS Library.

The AIMS library houses a comprehensive collection of 1 lakh documents which includes books, journals, periodicals, reference materials, theses, bounded volumes, technical reports and electronic databases in addition to the IT facilities. Salient features of the library are:

- Automated using Libsys 7 for its functions such as acquisition, cataloguing, serials control and circulation.
- Subscribes to e-resources from J-GATE, DELNET, BRITISH LIBRARY
- Membership of libraries of Bangalore University and IIMB
- Online access to library holdings through Web OPAC
- DSpace application to access in-house digital resources like publications, university question papers, university syllabus, etc.
- Institutional member of National Digital Library of India – NDL
- Reprographic facility

Students note that:

- Library membership is not transferable.
- Defacing books or any other publication is prohibited and subject to punishment / penalty.
- In case of loss of library materials, replacements must be made with new versions of the same.
- Case studies, project reports, university question papers, bound volumes and journals are for library reference only.
- Students shall return all the borrowed items from the library, clear all fines and return the library ID card before leaving the institution.

Check out Limits (only books):

- PG Students: 3 books for 15 days
- UG Students: 2 books for 15 days

Books Overdue Fine - @ Rs.5/day per day beyond due date.

Fine for loss of Library Membership Card - Rs. 250/-

Queries and suggestions can be emailed to **library@theaims.ac.in**

Awards, Rewards and Scholarships

AIMS Institutes believes that excellence of students has to be recognized, nurtured and rewarded. In order to motivate and ensure constant academic progression and ensure equal opportunity for students of all social and economical backgrounds; the Institute extends awards, rewards and scholarships to deserving students.

A. Awards for Merit

- At the time of admissions, exemplary students are given scholarships in recognition of their achievements
 - Academics - Above 90% marks in 10th, 12th, degree (where ever applicable)
 - Sports Stars - National /International Level achievements
 - Achievements in co-curricular and extra curricular activities.
- Top performers of the UG programs will be given cash rewards. The details of the reward will be announced at the beginning of each semester and will be based on the academic performance, attendance and participation in co and extra-curricular activities.
- Outgoing students who excel in the academics, co-curricular and extra curricular activities, Internship projects and research will be given cash rewards and certificates. The details will be announced during the re-orientation program in the beginning of the final semester.

B. Rewards

The advanced learners are motivated towards excellence in the form of rewards as:

- Additional library card on securing distinction in the semester exams.
- Membership in committees
- Scholarship for global immersion
- Opportunity to participate in research and consultancy projects
- Joint publication with faculty members
- Permission to take up on-campus jobs

C. Scholarships

Deserving and eligible students may apply for scholarship under the following categories:

- a. Economically Weak (Income certificate to be submitted) – concession in fees and facility to pay in installments
- b. SC/ST Students of Karnataka (Caste certificate to be submitted).
 - i. Top 5 Merit students can avail 100% scholarship under Smt. Nagarathnamma Scholarship Scheme.
 - ii. Rest of the students can avail 50% scholarship under Smt. Nagarathnamma Scholarship Scheme.
- c. Persons With Disability can avail up to 30% scholarship - Medical certificates to be submitted.
- d. Defense Salutation: Wards of Defense/ Ex-Servicemen of the Indian Defense Forces can avail fee concession of up to Rs. 5000/-
- e. Wards from family of single surviving parent can avail up to 15% fee concession.
- f. Wards of the employees of Peenya Industrial area can avail up to 10% fee concession.
- g. AIMS Alumni who have graduated from the Institute and wish to pursue higher education can avail upto 25% concession in fees
- h. Sibling Support: Siblings of a student or alumni of AIMS Institutes can avail fee concession.
- i. Alumni references: fee concession for references from AIMS Alumni can be availed.
- j. General employee benefit scheme: 70- 100% scholarship for wards of staff of AIMS.
- k. Scholar ships for International Exchange (*for details refer International Exchange Programs on page 48*).
 - i. Fee Subsidy: Waiver of International Tuition fees from the Host University.
 - ii. Travel & Accommodation Subsidy: Concessions for international/local travel and accommodation at host University.

Note: In order to avail and continue with any scholarship, it is mandatory for the student to ensure:

- a minimum of 85% aggregate attendance
- Adherence to rules, regulations and policies of the Institute

Any violation of the above will disqualify a student from availing any benefits, including cancellation of existing benefits.

Students who wish to avail the above benefits can submit an application in the prescribed form along with supporting documents to the Admissions office. The number of scholarships available is limited and requests will be processed on first come first serve basis.

D. Students may obtain financial assistance from various Govt. and Non Govt. agencies and can visit the respective website for eligibility, procedures, documents to be submitted, to avoid any delay / rejection of scholarship applications. Assistance for the same may be availed from the Equal Opportunity Cell.

NON ACADEMIC SUPPORT

The Institute strongly abides by its policy of creating a home away from home. Besides academic support, to make life on the campus comfortable multi-dimensional support system is provided. They are as follows:

Internships and Placements

The C&PR Office facilitates internship and placement assistance for students, both on and off campus based on the curricular/ institutional requirements. In order to avail this support, student must understand and abide by the C & PR policy as follows:

It is compulsory for every student to

- Register for the recruitment process as per the specializations once the C&PR announces the eligibility criteria.
- Attend the mandated training sessions/augmentation programs /certificate courses / company specific training program / pre-placement training programs
- Attend the recruitment processes in formal uniforms.
- Maintain the prescribed attendance requirements
- Not have been subject to any disciplinary actions in the college or accommodations facility.

Non-compliance with the requirements will lead to students being barred from taking the dissertation/project exams or participating in the placement process.

Corporate and Public Relations (C&PR) department of AIMS has every right to debar or disqualify a student from the placement activities if any of the below mentioned is true:

- If students have not cleared fees payable towards the institute.
- Students who have less than 75% attendance.
- Students who fail to achieve 100% attendance target in pre placement training.
- Student registers to attend a company's interview and on the day of interview doesn't turn up twice (failure to attend two interviews).
- Students selected but does not report / join
- If there is a misbehavior / indiscipline on the part of the student during the interview process.

Debarred student will be considered for placement process, only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria's as approved by the recruitment committee. In case of any representations by the student regarding placements the decision of the placement committee will be final and binding on the student.

The C&PR Officers may be contacted at their office or by email to placements@theaims.ac.in

Training and Development

Training and development (T&D) programs are offered to nurture students' skill sets and bridge the gap between academic attainments and industry requirements. ACSD and C&PR office along with the respective departments facilitate training sessions, which include career guidance, pre-recruitment and domain specific training.

As per the T&D policy of the institute, all scheduled training programs are mandatory and each student has to complete the specified hours of training in each semester to be eligible for internships and placements. 100% attendance is mandatory for the training programs failing which, a penalty may be imposed on the student and certificates will be withheld.

Medical and Health Centre

An on-campus clinic has qualified personnel to offer basic care and first aid to Aimers during the institute's working hours. The clinic facilitates:

- Preliminary first aid and further referral to nearby associated hospitals, if required
- Medical and blood donation camps
- Lectures on nutrition and healthcare

In case of hostel residents, sick inmates will be cared for until the arrival of their parents / guardian. Any expenses incurred are to be borne by the student/parents.

Student has to declare any pre-existing ailments and medication details at the time of admissions. It is mandatory for every student to have a medical insurance policy that is valid for the duration of the enrolled program. and should produce a copy of the same at the time of admission if he/she already possess one.

Transport facility

College has a fleet of buses that takes care of the following:

- Commutation between the Institute and hostels.
- Commutation for industrial visits, rural camps and placement programs within the city limits.
- Commutation for day scholars on request, if the requested route is within the commutation route of the buses. To avail the facility an application is to be submitted to the Admissions Office and along with payment of the prescribed fee.

IT Services

The campus and accommodation facilities are networked and Wi-Fi enabled and high-speed internet access over dedicated leased line is made available. The other available services are:

- Students Share - a facility available in all the Computer Centers and classrooms where faculty members and students can share reading materials, assignments and other learning material.
- e-Nooks - in the library and computer centers facilitate access to MOOCs and other online learning resources including Swayam.

The following points to be noted in the usage of the Computer Centers:

- Centers to be used for academic purposes only
- Login and logout time to be mentioned in the log book
- USB devices to be used only with permission
- Change of Settings and passwords of computers and playing games is prohibited.
- Student is responsible for his/her belongings.
- Laptop charger may be plugged in only at the designated places, with permission
- System is to be shut down and all furniture / equipments to be placed appropriately before leaving the place

Students may contact the staff at any of the computer centers to avail IT services.

AIMS Website

The website of AIMS Institutes theaims.ac.in contains comprehensive web pages catering to diverse needs of the stakeholders. The website has detailed information on the various courses offered by the Institutes and its requirements. All news, events and achievements are updated regularly on the Institutes website.

Connexions

Connexions is the Campus Management Software that facilitates various academic and non-academic requirements of the faculty and students of AIMS Institutes. Students need to ensure they are registered and have an AIMS ID which will be allotted at the time of admission to AIMS Institutes.

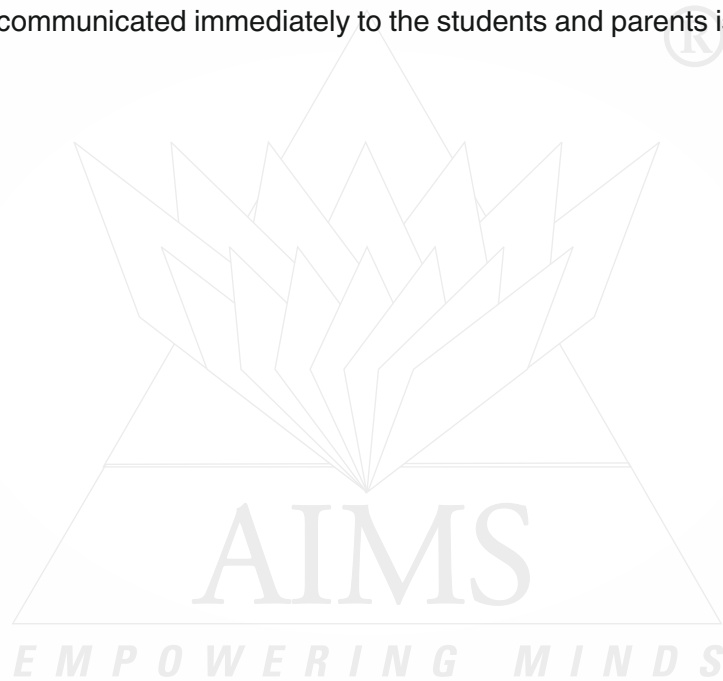
For issues with AIMS ID, contact Admissions Office or email to documents.admission@theaims.ac.in

Social Networking

All events and news within the campus are regularly updated in social networking sites such as Facebook, Twitter and Instagram. The AIMS Website provides the link to access these social media sites.

SMS

Important information that needs to be communicated immediately to the students and parents is also sent by SMS to their mobile numbers registered with the Institute.



ADMINISTRATIVE SUPPORT

A student can approach the following offices for administrative support -

Principal's Office

Students may approach the office on any working day in case of any grievances that are not resolved by any of the academic or administrative departments.

Visiting time: 3-5pm

Email - **principal@theaims.ac.in**

COO's Office

The students can approach COO's office for matters related to accommodations, Focus Centers or student committees and for redressal of grievances in the absence of Principal.

Email: **priyanandan@theaims.ac.in**

Registrar's Office

The students can approach the Registrar's Office regarding:

- a. Academic / Augmentation programme related issues
- b. Issues related to Bonafide Certificates, Reference Letters, Marks Cards, Convocation and Attendance related issues if any
- c. Any issue that are unattended at the respective departments.

Email: **registrar@theaims.ac.in**

Admissions Director

Students can approach the office for any issue not addressed by the Admissions Office.

Email: **rojareddy@theaims.ac.in**

UG Director

UG Director heads the UG programs of the institution. Students can approach the office for any issue not addressed by the UG Program Heads or UGAA.

Email: **rojareddy@theaims.ac.in**

ADMINISTRATIVE SUPPORT

Admission office

The office is headed by Director-Admissions who is supported by Admissions Manager and student counselors. Students can contact the office for:

- a. Details about programs offered and fee structure for self/siblings/others
- b. Scholarship related queries and application form
- c. Submission of original documents
- d. Issues with admissions approval
- e. Change of course within the stipulated time
- f. Issue / loss of Student Id Cards
- g. Invoices for the Bank Loans
- h. Eligibility for repeating a program or rejoining the program.
- i. Transfer / discontinuance from the enrolled program
- j. Re-admission by failed and detained students after they are declared eligible as per the university norms and need to pay re-admission fees.
- k. Intimation of changes in personal contact details such as permanent address, mobile number, emergency contact number are to be immediately intimated to the Office in writing endorsed by the parents / guardian.
- l. FRRO related issues

Note: Institute is not responsible for any issues arising out of contact with unauthorized persons regarding admissions or submission of original documents, within or outside the Institute.

Admissions Manager may be contacted in person or email to admission.mgr@theaims.ac.in

Accounts Office

The Office is headed by the Chief Accounts Officer and supported by the Accounts Assistants. The office may be contacted for:

- a. All Fee payments and related information
- b. Scholarship disbursement – AIMS and from external bodies and related information
- c. Loans and related information

Fees Policy

Tuition and Accommodation fee details for the enrolled program are given to students at time of admission and are applicable for the entire duration of the program. The fee structure is non-negotiable.

A. Tuition Fees

- Students have to pay their tuition fees within ONE month of commencement of the classes for that semester.
- The Accounts Office will announce the last date for the payment of fees, with/without fine and modes of payments available on its notice boards.
- Failed and detained students have to apply for re-admission in the prescribed application form. On satisfying the required norms, re-admission will be approved on payment of the prescribed fees.
- In case of discontinuation of course, all fee dues including fee for the last semester attended has to be cleared.
- No claims for refund of fees will be entertained after completion of admission formalities and commencement of classes
- As per policy, the Institute reserves all rights to refuse permission to attend class or deny any other services to a student in case of persistent dues. Institute will not be responsible for shortage of attendance that may arise as a result.

B. Accommodation Fee

- All accommodation/mess fee will be valid for ONE FULL ACADEMIC YEAR only and is non-refundable in case of a discontinuation either in the institute or in the college accommodation.
- Full accommodation fee is payable within 15 days of the date of joining the accommodation/hostel.

Note: The Institute reserves all rights to refuse accommodation to student for any reason, as it may seem fit.

All payments must be made at AIMS Institutes' Accounts office ONLY and the institute will not be held responsible for payments made to any other party/parties.

Modes of Payment: Cash / NEFT/RTGS / Net banking / PayTM.

College account details is available with Accounts Office / Notice Board.

Refund of Security deposits

Claim for refund of security deposit may be made as follows:

a. College Security Deposit

- The process for refund will be initiated after receipt of students' convocation degree certificate from the university.
- An application along with a copy of College Exit form, original fee receipt and copy of Convocation Degree certificate is to be submitted to Accounts Office.
- Refund will be made after deducting the breakages, if any.
- In case of students discontinuing the course, security deposit is non-refundable.

b. Students' Accommodation Security deposit

- An application, along with a copy of College Exit form and the original fee receipt is to be submitted to Accounts Office. After 30 days of

vacating the residence facility.

- The refund amount will be decided after ascertaining all damages and completing the accommodation exit formalities (refer Student Exit).
- In case of students discontinuing the use of residence facility before completion of a year, security deposit is non-refundable.
- Accommodation Security Deposit refund will be made after deducting the breakages, if any, along with the College Security Deposit.

Note: In case of loss of original receipt, a duplicate may be obtained on payment of a penalty at the Accounts Office. All refunds will be made by cheque in the name of the student.

Accounts Officer may also be contacted in person or by email to: **finance@theaims.ac.in**



Examinations Office

The office coordinates the University and internal examinations. The office may be contacted in person or by email to **examinations@theaims.ac.in** for any University exams related services or grievance redressal. The students can approach the office for:

- a. Hall tickets
- b. University exam results
- c. Issues and corrections related to marks cards

The conduct of summative assessments is centralized and managed by AIMS Examination Office. The office also coordinates the valuation process and declaration of results on time.

University Liaison Office (ULO)

ULO facilitates liaison with the university and coordinates the following:

- a. Admissions approval process
- b. Submission of Examination forms
- c. Government scholarship applications.

The office may be contacted for government scholarship related information in person or by email to **ulo@theaims.ac.in**

UG Academic Administrator's Office

UG Academic Administrator oversees the academic aspects of the UG Programs of the institution. He may be contacted for any issue not addressed by the UG Departments

Email: **ugadmin@theaims.ac.in**

Exit Facilitation Center

The center is a one-point contact for students and alumni for receiving their certificates and documents or any related queries. The center may be contacted for

- a. Convocation certificates and marks cards
- b. Bonafide certificates, course completion certificates, study and transfer certificates
- c. Eligibility for promotion
- d. Fee dues
- e. Registration of Alumni
- f. Verification of credentials & conduct of alumni.

If issues are not resolved, the matter may be escalated to the Registrar's Office.

The centre head may be contacted at **exitformalities@theaims.ac.in**

Administration Office

The office looks into the administrative responsibilities in the campus and student accommodations. The office may be contacted for

- a. Concession Forms for bus, train and air travel.
- b. Any grievance related to campus facilities or student accommodations

Admin Officer may be contacted in person or by email to **officer.admin@theaims.ac.in**

AIQAC Office

Suggestions for improvement in quality of the processes at the Institute may be made at the office.

Email: **aiqac@theaims.ac.in**

Note: In-case of a delay or non-resolution of any issues with any of the above offices, student may approach the Registrar's Office with a written request having the details – student's name, university registration number, father's mail id and phone number and postal address or email to **registrar@theaims.ac.in** The issue may be further escalated to the COO or Principal.

Students may also use the online Grievance redressal Portal to register any issues at <https://theaims.ac.in/grievance.aspx>

SPECIAL CELLS AND COMMITTEES

Mentoring Cell

The Institutes recognizes mentoring as a core system in crystallizing the students' personality. The Mentoring Cell primarily deals with activities concerning the well being of the students. It functions under the ACSD through Mentor Mentee interactions, the students are counseled and their personal/academic related regressions are sorted out.

- Student are given details of their mentors at the time of admissions. It is mandatory to report to the mentor within a week of completion of admission formalities.
- The students upon re-admission to the institute for the second/third year of their program, should report to their mentors and update the contact/personal details, prior academic performance and any problems pertaining to their personal/academic/social life.

For further interactions with the Mentoring coordinator you may email to **acm@theaims.ac.in**

Anti-Ragging Cell

AIMS Institutes shall ensure that its campus and accommodations facilities are free of the menace of ragging.

What is Ragging?

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act, which, such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

I. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Anti-Ragging Policy

Ragging is a criminal offence and is governed by the Anti-Ragging Code of the UGC. The Institute is firm on ensuring that the UGC framed regulations on prohibition, prevention, and elimination of ragging are strictly followed on campus. It is punishable under Sec. 116 of the Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995).

Students who violate this rule will be instantly suspended from the Institute and accommodations for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law. Students must take note that ragging results in their dismissal from the Institutes. Attention of the students is also drawn to the judgment of the Hon'ble Supreme Court of India wherein it is mandatory for the institution to file a complaint with the Police Authority, and with all resulting consequences as per "The Circular of the Education Department, Government of Karnataka dated 16/08/1999 on Prohibition of Ragging in Colleges and Hostels."

Pursuant to the directives of the Honorable Supreme Court of India and in accordance with the UGC Regulations, on curbing the Menace of Ragging in Higher Educational Institutions, 2009, the Institute has constituted the Anti-Ragging Committee and Anti-Ragging Squads for overseeing the strict and meticulous implementation of all the directives.



Punishments

Depending upon the nature and gravity of the offence as established, the possible punishments as per AICTE / UGC Section 9 for those found guilty of ragging at the institution level, shall be any one or any combination of the following:

1. File a complaint with the Police Authority
2. Suspension from college / hostels
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination/placement or other evaluation process.
5. Withholding results / Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Expulsion from the institution and consequent debarring from admission to any other institution.
7. Fine ranging between Rs.25,000/- and Rs.1, 00,000/-

Students are encouraged to report any ragging act witnessed or experienced by them to any faculty member/ anti-ragging committee or squad/ Students grievance redressal committee/any staff member with whom the student may feel comfortable. The Institute will ensure confidentiality of such a disclosure by the student.

Students are encouraged to report any ragging act witnessed or experienced by them to any faculty member/ anti-ragging committee or squad/ Students grievance redressal committee/any staff member with whom the student may feel comfortable. The Institute will ensure confidentiality of such a disclosure by the student.

For any ragging related grievances contact

- Dr. Shivaprasad, Mobile: **+91 9880205105**

Equal Opportunity Cell (EOC)

Inclusion is one of the core values upheld by the Institute and is reflected in all its endeavors. EOC addresses the concerns of students from weaker social-economic backgrounds and those with disability and may be approached for

- Information about opportunities available at the institutional and state/national levels
- Information on institutional and external scholarships available
- Affirmative actions on any concerns of discrimination on grounds of minority status or disability.

The coordinator for EOC may be contacted in the EOC or by email to ugadmin@theaims.ac.in

Women's Cell

The cell engages, sensitizes and empowers the women and girl students of the Institute. It

- Creates awareness on women empowerment and gender equality through guest lectures, workshops and sensitization programs.
- Celebrates Women's Day every year where programs on legal options for women, domestic violence and personal health are organized.

Anti-Sexual Harassment Cell

AIMS Institutes is committed to creating and maintaining a community in which students, teachers and staff can work together in an environment free of violence, harassment, exploitation, intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members and has established Anti-sexual Harassment Cell to address grievances.

What is Sexual Harassment?

“Sexual Harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) such as:

- Physical contacts and advances,
- A demand or request for sexual favors,
- Making sexually colored remarks,
- Showing pornography or other offensive or derogatory pictures, cartoons, representations, graphics, pamphlets or sayings etc.,
- Discussion of a person's physical characteristics or dress,
- Narrating offensive jokes or sexually explicit stories,
- Objectionable physical proximity or contact,
- Spreading rumors or talking to third parties about a woman in a demeaning fashion,

Policy on Sexual Harassment

AIMS Institutes shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of “Fundamental Rights” under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of its students, faculty and staff. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

In order to comply with the UGC Regulations and based on the Vishaka guidelines, the Institute has constituted the Internal Complaints Committee (ICC) to carry on the mandate of this policy.

Procedure for registering complaints

- An aggrieved person is required to file written complaint within 3 months from the date of incident and in case of series of incidents within a period of three months from the date of last incident. The complaint may be addressed submitted to the Principal's Office.
- **You may also contact: Dr. Jayashree Nair - 9620444432, Prof. Anita - 9448525018**

False Reporting:

Intentionally making a false report or providing false information is grounds for indiscipline. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

Student Grievance Redressal Cell

The Institutes aim to provide a safe, secure and supportive environment for the holistic development of students. A Students Grievance Redressal Committee (SGRC) is established as per guidelines of the UGC to deal with all grievances related to common problems at the Institute and its timely redressal.

Grievance is an “allegation or a complaint for actual or perceived wrongs” as defined in UGC Regulations under clause 2(f) of the Gazette Notification No 14-4/2012 (CPP-II) dated December 2012 and may pertain to academic and non-academic matters.

Program level grievances will be attended to by the respective class coordinators, mentors and Program heads. The grievances may include all academic, co-curricular and extra-curricular grievances. Unresolved grievances may be escalated to the Students Grievance Redressal Committee.

All other grievances may be reported at the immediate levels and unresolved grievances shall be escalated as shown in the Grievances Escalation Chart.

Grievances shall also be submitted to the SGRC in one of the following ways:

- a. via the institutional portal at <https://theaims.ac.in/grievance.aspx>
- b. in writing to the Principal / Registrar or
- c. by email to grievances@theaims.ac.in





Grievances Escalation Chart

Student Council

The council aims to enhance the overall student experience at AIMS Institutes. Members of the various institutional committees, class and international students coordinators will be the members of the council. Any feedback/grievance related to academics will be taken up by the class coordinator and escalated to the faculty coordinator and Program Head. If the issue is not resolved, the same may be escalated to the Registrar.

The student coordinators of the respective committees will take up all other grievances. The members will meet as and when required to resolve the issues.

Alumni Association

The Institute has a registered Alumni Association. Each outgoing student has to register on the AIMS Alumni portal and become member of the association. This is necessary to complete the exit formalities. The registration can be done by following the link <https://theaims.ac.in/aims-alumni.html>

Each department has a database of its alumni and it is advised that the student gets in touch with his alumni for career guidance, professional counselling and networking. Interaction with alumni is also facilitated through alumni meets, alumni focus group discussions and alumni guest lectures.

Feedback

The Connexions® portal is used to facilitate the feedback system in the Institute. Students may give the feedback on the teaching – learning process and co and extra curricular activities like guest lectures and valued added programs through the portal during the scheduled slots. Your feedback is important to us and the software ensures that the identity of the student is confidential.

CODE OF CONDUCT

Through this code of conduct, the Institutes endeavour to administer a student discipline system that will promote student growth and enable them behave as mature and responsible citizens.

a. General

- English will be the medium of communication in the campus
- Entry for students to campus only on showing the id card at the entry gates and should be worn at all times in the campus
- Usage of mobile phones is prohibited on campus unless and otherwise permitted by authorized persons for academic purposes.
- All students have to be formally attired in the prescribed uniform while in the campus at all times, Monday through Friday, irrespective of the purpose of visit. On Saturdays and Sundays, students may wear smart casuals. Those who are not in receipt of uniform shall adhere to the formal dress code till they get their uniforms.
- AIMS Institutes is a ragging-free campus and ragging in all forms is banned in the campus and student accommodations (refer Anti – Ragging Policy)

b. Attendance

As per the regulations of statutory bodies, it is mandatory for a student to have minimum 75% attendance in each of the subjects to be eligible to appear for the final examinations. The Institute expects the student to maintain 75% in each of the subjects to be eligible for awards, scholarships, sponsorships activities and events or any other benefits. The following points are to be noted:

- Student has to report to the institute and attend the academic and non-academic sessions as per the calendar of events of the department/institute.
- A student will be marked as present only if he is physically present in the class. Marking proxy attendance will be subject to disciplinary action.
- Leave of Absence
- Absence without permission from the concerned authorities is viewed seriously. Students need to apply for leave in case of absence from class.
 - Request for leave for 1-2 days leave to be made to Class coordinator through leave letter/email/SMS.
 - Request for leave for more than 2 days to be made to Program Director/Manager with letter stating current attendance status.
- Note - Leave of absence is only intimation and the student cannot claim attendance for the same.
- Leave for Academic Assignments - Attendance can be claimed for
 - Participation in extracurricular activities, competitions and fests and promotional activities, ODCs, IDCs, and surveys approved by the Program Director/Manager.

- Participation in extracurricular activities, competitions and fests and promotional activities, ODCs, IDCs, and surveys approved by the Program Director/Manager.
- Extended internships may be permitted after approval from Program Director/Manager and C&PR Office.
- A separate record of attendance will be maintained for such types of leave after submission of supporting documents within 2 days of participation /completion of internship.
- Medical Leave - As per statutory norms, 75% attendance is mandated even in cases of medical reasons. Attendance cannot be claimed on medical grounds and has to be utilized within the permitted 25%.Based on severity of the case, and submission of medical records, attendance committee has discretion to consider individual cases.

c. Laboratories:

- Only students, faculty and staff of AIMS Institutes are allowed inside the computer centers and laboratories.
- Students have to report to their labs as per schedule and in the prescribed dress code and mark the entries in the log books.
- Bags and other personal items are not permitted inside the labs.
- Storage devices like hard drives, pen drives, CD, etc may be carried to the labs or taken out of the labs only with prior permission of the concerned lab staff.
- Students should occupy the computer systems / slots as directed by the concerned lab staff and shall use the facilities only for academic purposes. All activities of users in the centers are tracked using surveillance software.
- Students shall not involve in hacking or retrieval of sensitive information from the computers and IT servers located anywhere in the campus. Any material may be copied from or transferred to the systems in the computer centers only with prior permission of the concerned lab staff.
- All materials - equipment/ chemicals/accessories need to be handled as prescribed and in case of any damage, the cost will be recovered from the students along with a penalty.
- Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

d. Class and Home Assignments

During the course of the program, assignments will be given to students as a part of the Formative Assessment (FA) in order to support their academic acquisition and ensure acquiring of employability skills. Assignments may also contribute to the Internal Assessment marks of each subject.

- As per the assignments policy of the Institute, students have to comply with the deadlines to submit the assignments in the prescribed format given to them. Plagiarism will be viewed seriously. Failure to comply with the requirements may lead to the rejection of the assignment and forfeiture of the component in the IA marks and disqualification of augmentation/certificate programs/tours and placements.

e. Examinations

The semester wise evaluation of UG and PG Programs is based on two components – Continuous Internal Assessment (CIA) and end semester University Examinations (UE).

The CIA system is outcomes based where the students will be assessed on the achievement of the Intended Learning Outcomes (ILOs) for the course / module. Each faculty member will take corrective measures wherever necessary.

A. Continuous Internal Assessment is based on the following:

a. Formative Assessments (FA) conducted by the teacher such as Unit test / Monthly test / Online test / Quiz / Assignments / Presentations / Projects / Research / Seminars / Case Study / co and extracurricular activities / activities with professional bodies, etc. to assess the attainment of learning outcomes by the student.

b. Summative Assessments (SA) are the sessional and pre-final examinations conducted by the departments. The SAs are conducted as follows:

- UG Programs - two Sessional exams, class tests and a pre-final exam
- PG Programs - two Sessional exams / Prefinal Exams

The outcome of the CIA is also used to evaluate the Internal Assessment (IA) of the students in each subject, which forms an important component of the final results of a student. The scheme for evaluation of the IA marks will be displayed in the notice boards of the respective departments and also communicated during the orientation and re-orientation programs.

A). University Examinations are conducted as per the schedule and norms prescribed by the affiliating university.

It is mandatory for a student to fulfill all requirements of the CIA and have no outstanding fees to be eligible to appear for the University Examinations. Institute reserves right to deny hall ticket to students who does not fulfill the requirements. Activities like copying and cheating in any form during examinations will be subject to disciplinary action.

Absence from class tests, sessional and pre-final exams will lead to denial from appearing for University exams and student will not be eligible to avail scholarships, awards or rewards.

Code of Conduct for

B). University Examinations – Students are expected to be

- Seated in the hall/classroom at least 15 minutes prior to the commencement time of the examination. Late comers should report to the examination control room.
- Carrying his/her own materials - pens, pencils, rulers, erasers, calculator etc.
- Students are expected to NOT
- Carry electronic devices and computerized aids (e.g. computerized wristwatches, mobile phones etc.) capable of storing, transmitting and/ or displaying visual/ audio information to the examination room.
- Take any answer sheets out of the Hall/Classroom.
- The institute reserves the right to take appropriate punitive action against such examinees who are reported to be using unfair means during examinations. The decision of the Committee appointed by the Management of the Institute shall be final and binding on the examinees with regard to any disputes concerning examinations. In case the visiting squad from the University finds a student violating the norms set by the University that is mentioned on the answer script, the institute will not interfere and abide by the decision of the visiting squad.

f. Student Promotion

- Those who do not maintain the required attendance as on the last working day of the semester are not eligible to appear for the final exams conducted by the university. Such students will lose one year. They have to take readmission along with the next batch by paying the prescribed Repeaters Fee and completing the formalities with the Admissions Office.

g. Detainment

Failure to maintain required course attendance of 75% will make a student ineligible to appear for the final exams conducted by the university. Such students will stand to lose one year and are detained. Alternate or additional work may be assigned at the discretion of the concerned faculty member to compensate for the shortage.

Detained students have to take readmission along with the next batch by paying the prescribed fee prescribed for repeaters and completing the formalities with the Admissions Office. Attendance statement will be updated on the department's notice board by the first week of every month. Any discrepancy is to be brought to the notice of the class coordinator within 2 days of the announcement.

h. Dismissal

Students involved in violation of norms, rules and regulations despite no change after repeated counselling and perennially absent students are dismissed from the program after due notice to their parents/guardian.

I. Infrastructure maintenance

Cleanliness of campus is to be ensured. Any type of littering, defacing or damaging of infrastructure is considered an offence.

j. Presence in media / social media - Students are expected to

- Use social media carefully and responsibly. They cannot post derogatory comments about institute / individuals from the Institute on social media or indulge in any such related activities that could have negative ramifications on the reputation of the Institute or its stakeholders.
- Not interact, on behalf of the Institute, with media representatives or invite media persons to the campus without the permission of the Institute authorities.
- Not audio or video record lectures in classrooms, actions of other students, faculty, or staff without prior permission.
- Not provide audio and video clippings of any activity on campus to the public / media without prior permission.

k. Others

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

- i. any act of discrimination/ harassment (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, etc.
- ii. Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- iii. Any disruptive activity in a classroom, campus or event sponsored by the Institute
- iv. Organizing meetings and processions without permission from the Institute.
- v. Possessing, Consuming, distributing, selling of alcohol / drugs / tobacco / other items prohibited by law / parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- vi. Loitering around the campus during class hours is not allowed. Silence is to be maintained in the corridors.
- vii. All electrical appliances and fixtures are to be switched off when not in use.
- viii. Outsiders are not permitted in the campus.
- ix. Boys and girls should observe norms of dignity and maturity in their inter-relationships and conduct.

All facilities available in the campus and hostels should be used exclusively for academic purposes. Indiscipline and behavior that cause damage to institution's property is liable for punishment and penalty.

The Institute is in no way responsible for any misconduct or wrong doings of the student outside the campus including student accommodations. The rules and regulations to be followed by the students of all the hostels and any violation will result in expelling from the hostel.

4. Disciplinary Action

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

Warning - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

Monetary Penalty - Payment of fine or forfeiture of scholarship/fellowship for a specific time period.

Suspension - A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties - Ineligibility to reapply for admission to the Institute for a period of three years, and Withholding the grade card or certificate for the courses studied or work carried out

Expulsion - Expulsion of a student from the Institute permanently indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

5. Appeal

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal / Registrar.

Decision of the Principal will be final and binding in all the cases where there is a possible misconduct by a student.

Students can lodge their complaints/grievances on the online portal available in the institute's website
<https://theaims.ac.in/grievance.aspx>

CODE OF ETHICS

AIMS Institutes is committed to promote and maintain high standard academic research by faculty, research scholars and students. Research activities of the college should always aim for the highest standards of excellence, integrity and morality. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitutes a serious offence.

All the research activities in the college should follow the highest professional standards in research design, procedure and evaluation. Ethics frameworks set out by Government and professional regulatory agencies should be strictly followed. Academic research community should keep required levels of confidentiality in disclosure of methodology and major findings. All researchers share the responsibility for promoting academic integrity of the college. Legal issues related to copyright, patent and publication are the sole responsibility of the researchers.

All departments are encouraged to conduct interdisciplinary research activities which facilitate mutual co-operation and free exchange of ideas. Any Research Project or Proposal needs to be approved by the Research Advisory Committee (RAC) of the Institute. Any ethical problems related to supervisory relationships will be resolved by the institutional Research Review Committee (RRC).

I) Violations of this policy include, but are not limited to Plagiarism:

means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- (d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- (e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- (f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating includes, but is not limited to:

- (a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

- (b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- (c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- (d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- (e) Creating sources, or citations that do not exist
- (f) Altering previously evaluated and re-submitting the work for re-evaluation
- (g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest:

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

(iv) Penalties for Plagiarism

Penalties for plagiarism can be severe depending on the nature of offences. If a staff/student is charged with academic misconduct for plagiarism / cheating, he/she will have to attend a hearing to defend or explain his/her actions followed by suitable action, if any.

STUDENT ACCOMMODATION - DETAILS, RULES AND REGULATIONS

The accommodation services ensure a congenial stay for the student and during their academic tenure with AIMS Institutes. Students can request for accommodation facility using the prescribed application form available at Admissions Office and submitting the following details to the office:

- Photographs – 2
- Permanent Address details
- Local Guardian details (if applicable)
- Phone number and Email ID of parents
- Emergency contact number
- Medical Fitness Certificate duly signed by a registered medical practitioner holding a degree not lesser than that of MBBS.

Students may note that

- Room allocation is done for one academic year on first-come-first serve basis.
- Request for changes in allocated room into be submitted within one week of say to the warden and is subject to availability and approval of the authorized person. The change has to be reflected in the application form.
- Hot water facility is available in the morning and evening.
- Each room is provided with basic furniture like study table, bed, chairs, ceiling fan and curtain rods.
- Room maintenance and upkeep is the responsibility of the resident. Support staff will be available to clean the room once in a day when the roommates are in the room.
- Each hostel has an individual mess. The food served will be based on the recommendations & suggestions given by the hostel committee. In extra ordinary circumstances like ill health, special food will be made available.
- On working days, lunch for residents will be served in the college canteen.
- Residents have to make their own arrangement for lunch on Sundays.
- Wi-Fi access to Internet is available and can be availed by making a request in the prescribed form to the lab staff at the Computer Centers in the Institute.
- Residents are responsible for the safety of their belongings and the Institute is no way responsible for loss /damage of personal belongings.
- Details of payment of accommodation is to be updated with the Warden and endorsed in the Warden register book.
- Incase of local guardian at the time of admissions, the details like name, designation, and address and phone number to be filled in the prescribed application form.

- Lunch is not served on Sundays. Only breakfast and dinner are served on these days.
- If the student is going out of station / guardian's place and if not taking lunch/dinner should inform the hostel warden in advance.

Code of conduct

Students are prohibited from

- Indulging in activities considered as Ragging (refer Anti Ragging Policy on page 39)
- Giving monetary tips to service personnel of the residence & demanding any special service
- Celebrations, parties, meetings or religious gathering within the residence campus without permission from the authorities.
- Indulging in anti-social activities, politics, violence, rioting or instigating communal feelings or have dealings with such elements outside the residence.
- Using the Music Systems, television, microwave oven, electric iron, induction stoves, electric cookers, multimedia speakers etc. in their rooms .
- Consuming / possessing alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants.
- Keeping in possession fire-arms, lethal weapons or intoxicants of any kind.
- Entering the terrace area of the residence.
- Complaining as a group. Individual petitions alone, addressed to the Warden / Administrative officer will be looked into.
- Damaging Residence properties and fittings.
- Vacating the residence without prior approval from respective authorities during the academic year.
- Unauthorized staying the accommodation.

Students are advised to

- Carry their ID cards with them and produce them on demand.
- Switch off the electrical appliances and fixtures, when not in rooms. Similarly, the common room appliances / electrical fixtures should be in operation only when residents are present.
- Staying back in the residence on a working day only with the written permission from the department Program Manager/Warden.
- Intimate any changes in personal contact details (permanent address, mobile number, emergency contact number) immediately to the Warden in writing endorsed by the parents / guardian and warden

Entry and Exit timings for Residents

- Residents are to report to the accommodation within the prescribed time, before 7:00 PM (for Girls) and 08:00 PM (for Boys).
- Details to be entered in the Movement Register kept with Warden/Security while leaving and returning to the residence premises.

Visitors

- Parents and visitors to the Boys' residence can meet the resident in the Common Room / Visitor's Room/ Warden's Office between 05.00 PM and 9.00 PM only.
- Male visitors are not allowed inside the girls' hostels. However, parents / guardians / female acquaintances or friends are permitted to meet the resident in the Visitor's Room between 04.30 PM and 7.00 PM after obtaining the permission from the respective warden.
- The security of the residents is taken very seriously and round-the-clock presence of security guards make the vicinity safe and secure

Permission for Leave of Absence

Residents must submit a written application to the warden to

- Avail emergency leave, duly sanctioned by Program Head and Registrar along with email/fax/letter from parent/ guardian.
- Leave the residence on holidays and vacations, duly sanctioned by the Registrar.
- Avail overnight leave, duly sanctioned by Program Head and Registrar along with email/fax/letter from parent/guardian whenever they have to visit the authorized local guardian's place.
- To stay back in the hostels during class hours in case of health related issues with due permission from Warden / AO/ Program Head / Registrar/ Local Guardian.

Permission for Leave/ late coming due to academic assignments

In case of such assignments

- Permission will be given only in case of valid reasons like internship or participation in extracurricular activities, competitions and fests and promotional activities, ODCs and IDCs, surveys approved by the Program Director/Manager.
- Student must submit a written application duly approved by Program Heads to the warden.

INTERNATIONAL EXCHANGE & GLOBAL IMMERSION PROGRAMS

Student exchange programs, both short term and long term at AIMS Institutes, is a focused activity of ACIL. The programs are carried out every year. AIMS Institutes enjoys a close working relationship with more than 18 international Universities and educational institutions spread across 5 continents from Canada in North America to Japan in Far East Asia. The exchange programs fall under the following categories:

- Global Immersion Program (GIP): The short term exchange programs are for 5-15 days and include visits to International Universities, Industry and participation in Certification Workshops.
- Short Term (ST): The short-term exchange programs are for 2 - 6 months and include visits to International Universities, Industry and participation in Certification Workshops.
- Long Term (LT): The long-term exchange programs are for 6 months to 2 years.

Department	University/ Institution	Country	Type of Program	Certifications	Semester to Apply	When to Apply
MBA (Master of Business Administration)	Sunway International University, KL,	Malaysia	GIP	Participation Certificate	2 nd	July/Aug
	University of Shimane	Japan	GIP	Participation Certificate	2 nd	Apr/May
	BA School of Business and Finance	Latvia	GIP	Participation Certificate	2 nd	Jan/Feb
	Universitas Ahmad Dahlan, Yogyakarta	Indonesia	GIP/ST	Participation Certificate	2 nd	Jan/Feb
	Ecole de Management de Normandie	France	LT	Semester or Diploma Certificate	2 nd	Jan/Feb
	Groupe ESC Troyes	France	LT	Semester or Degree Certificate	2 nd	Jan/Feb

Department	University/ Institution	Country	Type of Program	Certifications	Semester to Apply	When to Apply
MTTM (Masters of Travel and Tourism Management)	Hotel School - The Hague Performance Management	Netherlands	GIP/ ST	Participation Certificate	2 nd	Sep/Oct
	Groupe ESC Troyes	France	LT	Semester or Degree Certificate	2 nd	Jan/Feb
BHM (Bachelor of Hotel Management)	Universitas Ahmad Dahlan, Yogyakarta	Indonesia	GIP/ ST	Participation Certificate	2 nd or 4 th	Jan/Feb
	Hotel School - The Hague Performance Management	Netherlands	GIP/ ST	Participation Certificate	2 nd or 4 th	Sep/Oct
	University of California, Riverside, USA	California	LT	Internship Certificate	2 nd , 4 th or 6 th	Oct/Nov
	University of Frazer Valley, BC	Canada	LT	Post Degree Certificate	2 nd or 4 th	Oct/Nov
	ALMA La Scoula Internazionale di Cucina Italiana	Italy	LT	Joint Professional Certificate	2 nd , 4 th or 6 th	Jan/Feb
BBA (Bachelor of Business Administration)	Sunway International University, KL,	Malaysia	GIP	Participation Certificate	2 nd or 4 th	July/Aug
	University of Shimane	Japan	GIP	Participation Certificate	2 nd or 4 th	Apr/May
	BA School of Business and Finance	Latvia	GIP	Participation Certificate	2 nd or 4 th	Jan/Feb
	Universitas Ahmad Dahlan, Yogyakarta	Indonesia	GIP/ ST	Participation Certificate	2 nd or 4 th	Jan/Feb
	Ecole de Management de Normandie	France	LT	Semester or Diploma Certificate	2 nd or 4 th	Jan/Feb

Department	University/ Institution	Country	Type of Program	Certifications	Semester to Apply	When to Apply
	Groupe ESC Troyes	France	LT	Semester or Degree Certificate	2 nd or 4 th	Jan/Feb
	University of Frazer Valley, BC	Canada	LT	Post Degree Certificate	2 nd or 4 th	Oct/Nov
B.Com	Universitas Ahmad Dahlan, Yogyakarta	Indonesia	GIP/ ST	Participation Certificate	2 nd or 4 th	Jan/Feb
(Bachelors of Commerce)	University of Frazer Valley, BC	Canada	LT	Post Degree Certificate	2 nd or 4 th	Oct/Nov
BCA (Bachelors of Computer Applications)	University of Frazer Valley, BC	Canada	LT	Post Degree Certificate	2 nd or 4 th	Oct/Nov

Note: Meritorious students from BA/MA students can also opt for International tour

In addition to the opportunities available for exchange programs, AIMS Institute also facilitates International internships with the following institutions:

Department	University/ Institution	Country	Type of Program	Certifications	When to Apply
MBA (Master of Business Administration)	Universitas Ahmad Dahlan, Yogyakarta	Indonesia	ST	Internship Certificate	Jan/Feb

Department	University/ Institution	Country	Type of Program	Certifications	When to Apply
BHM (Bachelor of Hotel Management)	University of California, Riverside, USA	California	LT	Internship Certificate	Oct/Nov
	ALMA La Scoula Internazionale di Cucina Italiana	Italy	LT	Internship Certificate	Jan/Feb
	Hotel School - The Hague Performance Management	Netherlands	ST	Internship Certificate	Sep/Oct
	University of Frazer Valley, BC	Canada	LT	Internship Certificate	Oct/Nov
	Universitas Ahmad Dahlan, Yogyakarta	Indonesia	ST	Internship Certificate	Jan/Feb
BBA (Bachelor of Business Administration)	University of Frazer Valley, BC	Canada	LT	Internship Certificate	Oct/Nov
	Universitas Ahmad Dahlan, Yogyakarta	Indonesia	ST	Internship Certificate	Jan/Feb
B.Com (Bachelors of Commerce)	University of Frazer Valley, BC	Canada	LT	Internship Certificate	Oct/Nov
BCA (Bachelors of Computer Applications)	University of Frazer Valley, BC	Canada	LT	Internship Certificate	Oct/Nov

Eligibility to apply for Short term / Long term global exchange programs:

- Valid passport
- Scores achieved in the selection process
- Minimum aggregate of FirstClass and minimum of 90% attendance.
- Active participation and achievements in college / state / National / International level activities.
- Achievements in Co-curricular activities (Including Additional certifications, paper presentations, publications, offline courses, etc.,)
- No Fee due certificate from AIMS Institutes.
- Clearance of all the subjects backlogs if any, as on the date of applying.
- Certificate of clearance from the disciplinary committee.
- Parents consent letter in writing.
- Clearance in the selection process. The selection process will be notified before the admission process.

Application, Registration and Selection Process:

ACIL will organize an orientation program on International Student Exchange programs every year. Interested student may attend the program, which will be followed by a counseling process to identify eligible students. The further process is as follows:

- Eligible student has to submit the statement of purpose and consent letter from the parent and clear the selection process of the concerned University (as notified by ACIL).
- Approach Admissions Office with the selection letter from the specified University for registration.
- ACIL will give guidelines on VISA, Travel, Lodging boarding etc.

Note:

- As a part of global exchange program, if any of the universities insist any particular language skill, then AIMS Institutes will provide additional assistance in language training as well.
- Any further details pertaining to any of the International Program / Tour will be given by the ACIL Team.

STUDENT EXIT

College Exit

Post Completion of Final Year Exams, a student can approach the Exit Facilitation Center (EFC) on the notified dates to understand the status of clearance of dues from the respective department, library, admissions office and accounts departments. On clearance from the mentioned departments student will be issued College No Dues certificate and will be notified of the date and time to collect.

- Original academic certificates / documents submitted by the students at the time of admission.
- Pending marks cards, if any
- Any further queries regarding the migration, convocation, degree certificates, issues of mark sheets, settlement of refunds, the single point of contact will be Exit Facility Centre.

Accommodation Exit

A resident has to vacate the accommodation immediately after conclusion of the academic programme unless specifically granted extension by the competent authority. To complete the vacation process, a resident must:

- Submit an application along with Exit form duly signed by warden and written application / email / fax from parent to the EFC. The application should contain
 - Date of exit
 - Destination address
 - Mode of transport to destination address and details
- EFC will verify clearances of all dues towards accommodation facilities and approve the Exit Form, which is to be handed over to the warden after which the residence may be vacated.

Note: If a student wishes to continue the residence facility for the next year, an application has to be submitted to the Warden/Accommodation Manager prior to the end of the even semester. The room has to be vacated and luggage is to be packed and deposited with the warden. On return after the vacation, the residence facility will be allocated.

Procedure to collect Convocation Certificates

Students are advised to check the college website (www.theaims.ac.in) to know the latest information on the receipt of Convocation Certificates from the University.

No Due Certificate (Exit form) has to be produced to receive the Convocation Certificate.

Student has to come in person to receive the Convocation Certificate. Alternatively, students can send an authorization letter by post to the college informing the identity (Driving License, Aadhar Card, etc.) of the person collecting the Convocation Certificate on his/her behalf only on emergency.

Any further queries with respect to Examination, Marks Cards and Convocation can be sent to registrar@theaims.ac.in

EMERGENCY CONTACT NUMBERS

- ✓ Police (Peenya Police Station): 080 28395919, 22942532
- ✓ Police (Soladevanahalli Police Station):
- ✓ Police (Hoysala): 100
- ✓ Police (Peenya Police Station) : 080 28395919, 22942532
- ✓ Fire: 101
- ✓ Ambulance: 108
- ✓ Ravi Kirloskar Hospital, Jalahalli – 080 28396088
- ✓ Raghavendra People Tree Hospitals, 3/4, T. Dasarahalli, Tumkur Road , {Near Dasarahalli Metro Stop}, Bangalore
- ✓ M S Ramiah Hospital, Mathikere – 080 23608888, 22183333
- ✓ Anti Ragging Squad (Dr. Shivaprasad N S, Chairman - Anti Ragging Squad, Mobile No. +91 9880205105)



DETAILS OF ACADEMIC PROGRAMS

All the Programs are Full Time programs and follow the Choice Based Credit System (CBCS) Pattern. The CBCS pattern includes subjects that facilitate inter-disciplinary learning and live projects as a part of its curriculum. Each of the programs extends valued added programs, inter-disciplinary training programs and practical exposures in the form of industry visits, guest lectures and workshops.

BACHELORS IN BUSINESS ADMINISTRATION (BBA)

Year of Commencement: 1998
Recognized by: Govt. of Karnataka
Email: bba@theaims.ac.in

Duration: 3 years / 6 Semesters
Affiliated to: Bangalore University

The BBA Program is designed to provide a strong foundation in core business disciplines and facilitate students to acquire key competencies as expected of management students at the under graduate level. The program includes general business courses and advanced courses as specializations.

In addition to the curriculum prescribed by the University, student will have to take up live projects in the area of specialization to reinforce the theoretical concepts acquired during the course. The academic framework of the program also includes industry visits, guest lectures, surveys of real life situations, global immersion program and hands on experience in the world of business administration.

The department also has membership with professional bodies like NEN, NHRD, FKCCI, AIMA and NGOs like AWAKE and students have the option to avail memberships of these organizations, wherever applicable.

Augmentation programs include Apple Certification Programs CIMA Certificate in Business Accounting, Digital Marketing with Google Certification, Intensive Mentoring on Entrepreneurship, Entrepreneurship, Excel, fire fighting and first aid in addition to communication and soft skills. BBA is the first under graduate program in management to receive IACBE accreditation in the country.

BACHELORS IN COMPUTER APPLICATIONS (BCA)

Year of Commencement: 2000

Recognized by: Govt. of Karnataka

Email: bca@theaims.ac.in

Duration: 3 years / 6 Semesters

Affiliated to: Bangalore University

BCA degree program prepares students for manpower requirement of the fast developing IT/Software industry. It focuses on the foundations of Computer Applications. In order to bridge the gap in curriculum to match the requirements of the IT industry, augmentation programs are extended to the students that include Visual Programming, APPLE MAC OS, LION 100, LION 101 and IOS Application Development programme, Intensive Mentoring on Entrepreneurship in addition to communication and soft skills, fire fighting and first aid. The co-curricular activities include guest lectures, fests, seminars and club activities.

The department is also a professional body member of Computer Society of India (CSI) and Indian Society for Technical Education (ISTE). On completion of the program, students have the option of pursuing their higher studies or take up placements. Association with companies like Wipro, TCS and EMC² enables students to pursue the earn while you learn program.

BACHELORS IN COMMERCE (BCOM)

Year of Commencement: 2007

Recognized by: Govt. of Karnataka

Email: bcom@theaims.ac.in

Duration: 3 years / 6 Semesters

Affiliated to: Bangalore University

The BCom programme provides a strong foundation level understanding of the functioning of accounting practices, commercial transactions and specialized operations such as accounting, finance and marketing and human resource by offering a comprehensive curriculum. Though not prescribed by the university, students are required to undertake a mini project work during the sixth semester.

The course includes evolving and applying finance and computer application concepts to Commerce. Besides lectures, the department conducts group discussions and seminars related to various aspects of commerce. Role-plays and simulation sessions are used to mimic real-life scenarios requiring prompt decision-making and quick analysis of situations which will help students gain practical experience in the field.

The students are trained to become accountants with management skills where they can apply the key professional and practical skills required to attain leadership positions in a career of their choice.

BACHELORS IN HOTEL MANAGEMENT (BHM)

Year of Commencement: 1994
Recognized by: Govt. of Karnataka
Email: bhm@theaims.ac.in

Duration: 4 years / 8 Semesters
Approved by: AICTE
Affiliated to: Bangalore University

The hospitality industry is going through a huge metamorphosis with the health and holiday tourism booming in a big way. BHM is one of the flagship programs of the institute that gives our students complete intellectual training as well as practical hands-on experience in the field.

The students get complete intellectual training as well as practical hands-on experience in the field by a plethora of activities related to the hospitality industry like theme lunches, culinary expos, inbound and outbound training programs, internships with reputed hotels, demonstration by celebrity and reputed chefs, hotel internships, workshops for flower arrangements and housekeeping, Fire fighting, first aid and HACCP Certification, student exchange and twinning programs / internships and placements with foreign universities like ALMA Italy, University of California, Riverside, Vatel University – France, Hotel school The Hague, Netherlands.

BACHELORS IN ARTS (Performing Arts (Dance & Music))

Year of Commencement: 2014
Recognized by: Govt. of Karnataka
Email: ba@theaims.ac.in

Duration: 3 years / 6 Semesters
Affiliated to: Bangalore University

The course allows developing the artistic practice while engaging with the rich and vibrant arts community of India. Emphasis is placed on the professional practice and students will benefit from the extensive opportunities of associating with art organizations, festivals and artistic groups.

Professionalism is the heart of the course that will give insights and knowledge in the preparation of a career after graduation. Renowned artistes like Sri. Sudhindra, Classical Dancer and choreographer Dr. Veena Murthy being on the advisory panel of the program enable professional input to the students. Students will get opportunity to give stage performances in sponsored programs, The course will also facilitate enrollment for higher degrees in performing arts.

BACHELORS IN ARTS (Psychology, Journalism and Optional English)

Year of Commencement: 2014
Recognized by: Govt. of Karnataka
Email: ba@theaims.ac.in

Duration: 3 years / 6 Semesters
Affiliated to: Bangalore University

The tri-major specialization that the BA program offers is

English Literature, Psychology & Journalism- (PJE)

Psychology: The course in Psychology covers several paradigms, theories, and practices to study human behavior. It facilitates self-development and enables students to optimally function within contemporary multicultural global circumstances. Application oriented study and hand on activities prepare them better for competitive and challenging work cultures.

Journalism: The course in Journalism covers subjects that provide students an overview of all the aspects of Print & Electronic Media in addition to Public Relations. This comprehensive learning helps students develop a journalistic perspective and work on principles of fairness, factuality, and non-partisanship.

English Literature: The study of English literature enables students to understand literature in the cultural and socio-political context. This learning helps them to understand and relate to different cultures and societies.

BACHELORS IN BUSINESS ADMINISTRATION - AVIATION (BBA AVIATION)

Year of Commencement: 2019
Recognized by: Govt. of Karnataka
Email: bba@theaims.ac.in

Duration: 3 years / 6 Semesters
Affiliated to: Bangalore University

BBA Aviation is designed to provide a strong managerial background especially in the field of aviation and the airline business. Through this program, the students can learn airport planning, passenger forecasting, airport security, fire safety, etc. This program will help them understand the business, recognize and solve the problems that may arise with the changing scenarios in the aviation industry.

In addition to the curriculum prescribed by the University, student will have to take up live projects in domestic and international airport to reinforce the theoretical concepts acquired during the course. The academic framework of the program also includes industry visits, guest lectures, simulation, global immersion program and hands on experience by industry experts.

The students are can enhance their skills in the area of logistics, supply chain management tourism and air ticketing.

BACHELORS OF SCIENCE (Genetics, Microbiology and Biochemistry)

Year of Commencement: 2018

Recognized by: Govt. of Karnataka

Email: bsc@theaims.ac.in

Duration: 3 years / 6 Semesters

Affiliated to: Bangalore University

In this course, Genetics, Biochemistry and Microbiology are taught as core subjects with equal emphasis on each of them. All the practical papers focus on experiential learning through custom designed laboratory experiments.

Genetics is the study of genes and their interaction with the environment. One of the ever-fascinating mechanisms known to man is reproduction, and genetics examines this mechanism of biological inheritance. Biochemistry is the study of mechanisms of life at the molecular level and mainly deals with the reactions involved in the degradation of food substances, which provide the energy required by organisms to survive. Microbiology is the study of microscopic organisms, which include bacteria, algae, fungi, protozoa and viruses. This subject also covers numerous other disciplines such as immunology, biochemistry, genetics and molecular biology.

After the completion of graduation a student can either continue higher studies through post-graduation or integrated MSc-PhD programs or they can join the job sector specifically in R&D. A graduate student can establish career options by applying for academic vacancies or the graduates can also opt for IP research domain. A student can also opt for starting up an organization by enhancing the entrepreneurial skills.

DIPLOMA IN BHARATANATYAM

Year of Commencement: 2018

Recognized by: Govt. of Karnataka

Email: ba@theaims.ac.in

Duration: 1 year

Affiliated to: Bangalore University

The course imparts practical and theoretical training in Bharatanatyam with a syllabus that makes the student ready to face the Art world with improved knowledge to question the technicalities of the Dance form and become aware of it. The course provides substantial theoretical insight rooted in traditional knowledge systems along with its practical and contemporary application, equips dancers with multiple resources for a healthy dancing body and creative growth and lays a holistic foundation for vocational training in Bharatanatyam for employment as performer or teacher. The course also helps Bharatanatyam dancers sharpen their skills as performers, teachers and choreographers.

POST GRADUATE PROGRAMS

MASTERS IN BUSINESS ADMINISTRATION (MBA)

Year of Commencement: 1998

Recognized by: Govt. of Karnataka

Approved by AICTE

Duration: 2 years / 4 Semesters

Affiliated to: Bangalore University

Email: mba.bu@theaims.ac.in

MBA is a flagship program of the Institute where the broad objective is to impart professional education and training in various aspects of modern management. The Program ranks one amongst the 3% of the B-Schools in the country and is also accredited by IACBE. The curriculum and syllabus are continuously updated and upgraded as per the industry requirements. The Department has a team of committed faculty with a blend of academic and industry experience. The department also has membership with professional bodies like NEN, NHRD, FKCCI, AIMA and NGOs like AWAKE and students have the option to avail memberships of these organizations, wherever applicable.

Students learn through Practical Projects / Case Based Learning / Problem solving / Internships / Simulation studies / Research Incubations / Domain specific trainings and professional skill development sessions to be groomed and be industry ready.

Gaps in the curriculum are addressed through value added and training programs, which are designed keeping in mind the current requirements and trends in the domain. The value added and training programs relevant to the batch can be availed from the respective department or Admissions Office.



MASTERS IN COMPUTER APPLICATIONS (MCA)

Year of Commencement: 1997

Recognized by: Govt. of Karnataka

Approved by AICTE

Duration: 2 years / 4 Semesters

Affiliated to: Bangalore University

Lateral Entry - 2 years / 4 semesters

Email: mca@theaims.ac.in

The educational objectives of the MCA program is to enable the students have a holistic approach to become a thorough professional in the field of IT. Training & Certifications in IoT, Full Stack Development, Mobile Apps development are some of the value added programs extended to the students in addition to employability and value-based programs.

Students are trained to have a sound foundation in the fundamentals of computer technology, a high level of practical skill in the use of that technology and at the same time to be sensitive to the issues prevailing in the society. With the growing demand for professionals in IT sector, the Master of Computer Application (MCA) Program is much sought after.



MASTERS OF SOCIAL WORK (MSW)

Year of Commencement: 2004
Recognized by: Govt. of Karnataka

Duration: 2 years / 4 semesters
Affiliated to: Bangalore University
Email: msw@theaims.ac.in

The course provides an opportunity to both study and work in a range of settings with children, families, young and old adults and persons with disability. The theoretical knowledge is supported by practical exposure through orientation visits, rural camps, field works and internships to enable groom students become professionals in the field of social work. The department is also takes initiative to inculcate a sense of social sensitivity and responsibility to students of all the departments of the Institute.

The curriculum along with the value added programs will inculcate a sense of commitment and dedication among students to strive for equity, social justice, social harmony and peace. The department has collaboration with various government and non-government organization that work with all sectors of society. Students also involve in consultancy activities with them.

On completion of the program, student may choose to work for voluntary organizations as project/program coordinators and field workers, in the corporate as CSR Managers/Coordinators/HR/Welfare Officers and in the medical field as medical social workers and project /community coordinators. Opportunities also exist in the teaching field after clearing NET/SLET exams.

MASTER OF COMMERCE (FINANCIAL ACCOUNTING)

Year of Commencement: 2017
Recognized by: Govt. of Karnataka

Duration: 2 years / 4 semesters
Affiliated to: Bangalore University
Email: mfa@theaims.ac.in

M.Com in Finance is a 2- year program that primarily focuses on the systematic study of the concepts in the specialized subjects and topics related to Accounting and Finance. Accounting is essentially the communication process through which financial information is passed to users such as shareholders, while finance is essentially the science of managing funds. The course serves as the basis for further higher studies and research in the field and also makes one eligible to work in Accounts and Finance departments of companies, banks and educational institutions. The professional qualification makes it easier to acquire a leadership/managerial role in the financial sector.

The well-structured course exposes the students to the managerial issues in the contemporary world of finance & endeavors to create in the students a sense of confidence and competence in managing these issues, through knowledge dissemination and skill-enhancement.

MASTER OF COMMERCE (MCOM)

Year of Commencement: 2011

Recognized by: Govt. of Karnataka

Duration: 2 years / 4 semesters

Affiliated to: Bangalore University

Email: commerce@theaims.ac.in

The course offers an opportunity to the students to gather domain expertise and knowledge to develop necessary professional skills in the realm of Commerce and Management. The curriculum also nurtures the teaching and research skills among students to create academic expertise suiting to contemporary needs of corporate.

Projects, internships, e-assignments, case studies, guest lectures, industrial visits and online tests form a part of the teaching-learning process. Value added programs develop the skillsets to achieve career goals, enhance the employability and equip students face challenges of the corporate world. Students are exposed to the financial markets through workshops and visits to reputed financial organizations like SEBI and RBI.

On successful completion, the graduate will have ample opportunities in the corporate sector, service agencies, banking and non-banking organizations in the government and private sectors. in the academic field after clearing NET/SLET exams or pursue higher studies like M.Phil or PhD.



PhD PROGRAMMES

AIMS Centre for Advanced Research is a recognized centre of research of University of Mysore (UoM). This centre offers Ph.D programmes in the departments of Management, Commerce and English.

Ph.D Programme at AIMS Institutes adheres to and expects high quality standards. In addition to the norms and procedures of UoM, the research scholars, in addition to the regular course work, are also expected to attend Training programs on latest analytical tools viz., SPSS & R and Workshops on paper writing skills. Presentations by the scholars are scheduled every month in the presence of the respective guides and senior professors which help the scholars in specifying in speeding up their research works

Course Structure

All provisionally registered candidates shall undergo course work of one semester duration of 20 weeks inclusive course-end assessment. The University shall notify the time table and details of the course work including the schedule.

The suggested course structure for Ph.D Programmes in Management, Commerce and English of UoM generally consists of:

- Research Methodology.
- Review of Literature and Seminars.
- Submission of Annual progress reports.
- Two research paper publications.

Syllabus for research methodology for each course is separate.

More details regarding the course structure is available in the website of University of Mysore at -

http://www.uni-mysore.ac.in/sites/default/files/content/final_ph.d_notification_edited.pdf

DETAILS OF CONTACT PERSONS

Management Team

Name	Designation	Email id
Dr. Kiran Reddy	CEO & Principal	principal@theaims.ac.in
Dr. Priyanandan Reddy	COO	priyanandan@theaims.ac.in
Mr. Maneesh Reddy	Director -Strategy	maneesh@theaims.ac.in
Ms. Roja Reddy	Director – UG Education and Admissions	rojareddy@theaims.ac.in
Ms. Anagha Reddy	Director- Secondary Education	anagha@theaims.ac.in

Registrar

Name	Email Id
Dr. Jayaprakash Reddy	registrar@theaims.ac.in

Academic Departments

Program	Contact Person	Email Id
MBA	Dr. Kalpana Venugopal	director.mba@theaims.ac.in
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M.Com F&A	Dr. Haritha M	mfa@theaims.ac.in
MCA	Dr. Shashikant Reddy Avula	mca@theaims.ac.in
MSW	Prof. Anitha B	msw@theaims.ac.in
BBA	Dr. BM Ramamurthy	bbm@theaims.ac.in
B.Com	Dr. Ravi V	bcom@thaims.ac.in
BCA	Dr. Govindaraj Pandith	bca@theaims.ac.in
BHM	Chef. Karthikeyan	bhm@theaims.ac.in

BA	Prof. Tinoki Rodrigues	ba@theaims.ac.in
BSc – GBM	Ms. Deepa VH	sciences@theaims.ac.in
PGP Programs	Mr. Lakshminarayana	pgp@theaims.ac.in
PhD Programs	Dr. Jayaprakash Reddy	registrar@theaims.ac.in

Focus Centers

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ACR	Dr. Javad Ghalambor	research@theaims.ac.in
ACCS	Prof. Anita B	accs@theaims.ac.in
ACC	Dr. Harita M	acc@theaims.ac.in
ACS	Prof. Bhaskar Sailesh	acs@theaims.ac.in
ACSD	Prof. Anuradha KS	acsd@theaims.ac.in
AEEC	Dr. Govindaraj Pandith	aeec@theaims.ac.in
ACM	Dr. Vijay Bhaskar V.	acm@theaims.ac.in
ACIL	Prof. Aravind	acil@theaims.ac.in
C&PR	Dr. Vijay Anthony	placements@theaims.ac.in

Special Cell & Committees

Cell/Committee	Contact Person	Email	ContactNumber
Students Grievance Redressal Cell	Dr. Jayaprakash Reddy	registrar@theaims.ac.in	080-28376430
Anti Ragging Cell	Dr. N. S. Shivaprasad NS	grievances@theaims.ac.in	9880205105
Anti Sexual Harassment Cell	Prof. Anitha B	msw@theaims.ac.in	8549055889

Equal Opportunity Cell	Dr. B. M. Ramamurthy	ugadmin@theaims.ac.in	9341002628
AIMS internal Quality Assurance Cell	Dr. Jayashree Nair	aiqac@theaims.ac.in	9620444432
Hotline for any issue / emergency	Dr. N. S. Shivaprasad Ms. Sudha S	pd@theaims.a.in officer.admin@theaims.ac.in	9880205105 9448525018

Non-Academic Departments

Office	Designation	Email id
Administration	Ms. Sudha S	officer.admin@theaims.ac.in
Admissions	Mr. Raghavendra Y	Admission.mgr@theaims.ac.in
Facilities	Mr. Emmanuel Dev Prasad	purchases@theaims.ac.in
Accounts	Mr. Jagadeesh HB	accounts@theaims.ac.in
IT Support	Mr. Syed Samar Rizwi	it.support@theaims.ac.in
Examinations	Dr. Karunakara Reddy BA	examinations@theaims.ac.in
Student Exit	Ms. Saraswati PN	exitformalities@theaims.ac.in
Physical Education	Dr. N. S. Shivaprasad	pd@theaims.ac.in
Hostels – Girls	Ms. Sudha S	94485 25018
Hostels – Boys	Mr. Somaskhar HS	99865 64005

PERMANENT AND ADJUNCT FACULTY

AIMS School of Business

- Dr. M. Kiran Reddy, Professor, MA, MBA, Ph.D
- Dr. Ramesh V Raj Ayer, Professor , MBA, MA, DMS, PhD
- Dr. Kalpana Venugopal, Associate Professor, MBA, MHRM, Ph.D
- Dr. Rama Murthy B.M, Associate Professor, MBA, M.Phil, Ph.D
- Dr. Vijay Bhasker Velury, Professor, B.Tech, MBA, Ph.D
- Dr. V Saravana Kumar, Associate Professor, M.Com, MBA, M.Phil, Ph.D
- Dr. Basavaraja K. P, Associate Professor, BA, B.Ed,MA, UGC, NET, Ph.D
- Dr. Mohammad Javad Ghalambor , Assistant Professor, MBA, Ph.D
- Dr. Dara Yoganand, Assistant Professor, BA, MA, M.Phil, Ph.D
- Ms. Pallavi N, Assistant Professor, BBA, B.Com, M.Com, MBA, PGDFM, (Ph.D)
- Mr. Lakshminarayana S, Assistant Professor, B.Com, M.Com, M.Phil, MBA, (Ph.D)
- Mr. Gourav Koundal, Assistant Professor, B.Com, MBA, (Ph.D)
- Ms. Sowmyashree A, Assistant Professor, B.Com, M.Com,(Ph.D)
- Ms. Roja Reddy M, Assistant Professor, BE, MBA,(Ph.D)
- Ms. Padmashree V, Assistant Professor, BBA, MBA, (Ph.D)
- Mr. Vijayraj KS, Assistant Professor, MA, M.Phil, (Ph.D)
- Dr. Priyanandan Reddy, Associate Professor, B.Tech, MBA
- Mr. Aravind S, Assistant Professor, MBA
- Mr. Chaco P J, Assistant Professor, BA, LLB, MBA
- Ms. Anushree Banerjee, Assistant Professor, BBA, MBA, PGDLLAL
- Dr. Maneesh Reddy M, Assistant Professor, MBA
- Mr. Tanmoy Ghosh, Assistant Professor, BCA, MCA
- Ms. Anuradha KS, Assistant Professor, BA, MA
- Ms. Anagha Reddy Meka, Assistant Professor, BA, MA
- Ms. Tinoki Rodriguese, Assistant Professor, BA, MA
- Mr. Majeti Sai Sasank, Assistant Professor, B.Sc, M.Sc
- Ms. Sanjana Chinnu Jacob, Assistant Professor, MBA, PGDBM
- Ms. Geetha R, Assistant Professor, B.Com, M.Com
- Ms. Bidisha Pal, Assistant Professor, PDCA, AMIE, M.Tech
- Ms. Athira, Assistant Professor, BA, MA
- Mr. Bhargava Ramanna, Assistant Professor, MBA
- Ms. Mohanapriya, Assistant Professor, BE-Aeronautical Engg.

AIMS School of Information Technology

- Dr. Jayashree Nair, Professor, M.Tech, CSc, PGDCLCF, Ph.D,
- Dr. Govindaraj Pandith T G, Associate Professor, B.Sc, M.Sc, Ph.D
- Dr. Sashikanth Reddy Avula, Assistant Professor, MCA, Ph.D
- Mr. Dhanabal T, Assistant Professor, MCA
- Mr. Channabasava, Assistant Professor, MCA
- Ms. Ramya H N, Assistant Professor, MCA
- Ms. Tanushree R, Assistant Professor, M.Sc
- Mr. Sreenivasa H V, Assistant Professor, B.Sc, MCA, M.Tech, M.Phil
- Mr. Sunil Kumar S, Assistant Professor, MCA
- Ms. Anjali Sunil Chaurasiya, Assistant Professor, BE
- Ms. Vidyarani B V, Assistant Professor, M.Sc

AIMS School of Liberal Arts

- Dr. Veena Murthy Vijay, Associate Professor, D & M, BA, MA, PhD
- Ms. Anitha B, Assistant Professor, MSW, KSET, NET, (Ph.D)
- Mr. Karthik Raj K, Assistant Professor, BA, MSW
- Ms. Deepa R, Assistant Professor, BA, PJOE, BA, M.Sc (MC&Jun), MA(Kan)
- Ms. Sheena A, Assistant Professor, M.Sc

AIMS School of Life Sciences

- Ms. Deepa V H, Assistant Professor, B.Sc, M.Sc, B.Ed, NET, (Ph.D)
- Ms. Inbavalli, Assistant Professor, B.Sc, M.Sc, M.Phil, PGDCA, DYCO, DCA
- Ms. Mohitha H S, Assistant Professor, B.Sc, M.Sc

AIMS School of Commerce & Finance

- Dr Jayaprakash Reddy R, Professor, MBA, M.Com, M.Phil, Ph.D
- Dr. B A Karunakara Reddy, Professor, M.Com, M.Com, MBA, Ph.D
- Dr. Ravi V, Assistant Professor, M.Com, BA, PGDHRM, KSET, Ph.D
- Dr. M Haritha, Assistant Professor, MFA, MBA, M.Com, Ph.D
- Mr. Harinath K, Assistant Professor, M.Com, M.Phil
- Mr. Chiranth R, Assistant Professor, B.Com, M.Com, (Ph.D)
- Mr. Mujawar Jainu Hamid, Assistant Professor, BA, MA, M.Phil, (Ph.D)
- Ms. Ishrath Anjum, Assistant Professor, B.Com, M.Com
- Mr. A J Thimma Reddy, Assistant Professor, MA
- Mr. Sudhesh C, Assistant Professor, B.Com, MFA

AIMS School of Hospitality

- Mr. Karthikeyan K, Assistant Professor, B.Sc, MBA, PGDHA
- Mr. Abdul Qadir, Associate Professor, DHM
- Mr. Rajashekar J, Assistant Professor, MBA, (PhD)
- Mr. Bhaskar Sailesh, Assistant Professor, BHM, MBA(TTM), (Ph.D)
- Mr. Ganesh L P, Assistant Professor, B.Sc (HM & T)
- Mr. Vishnu S Jingade, Assistant Professor, BHM, MTM
- Mr. Sarat Chandra Bardhan, Assistant Professor, Dip in Hotel Mgt, (M.Sc, HM)
- Mr. Ashoke Chatterjee, Assistant Professor, BHM
- Ms. H. A. Indu, Assistant Professor, BHM
- Ms. Meher Taj , Assistant Professor, B.Sc, M.Sc

Library & Information Science

- Mr. Manjunath K S, Assistant Librarian, B.Sc, MLIS, M.Phil
- Ms. Roopa V, Assistant Professor, MA, B.Lib, M. Lib

Physical Education & NSS

- Dr. Shivaprasad, Assistant Professor, BA, M.Ped, (PhD), Dip. NIS

STUDENT CONSENT

I, _____ son of / daughter

of _____ have read the Students Handbook and have familiarized myself with the facilities, rules, regulations and code of conduct at AIMS Institutes. I agree to abide by all rules, regulations and code of conduct, specified in the Student Handbook. I am fully aware that failure to do so may result in disciplinary action against me.

I assure that I will behave honourably and endeavour to maintain and raise the goodwill of the institution.

Date:

Place:

Signature of Student

STAY CONNECTED

AIMS INSTITUTES

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