



SCHOOL OF COMMERCE AND MANAGEMENT

Department of Management

NOTICE

Ref No: AJU/SCoM/DoM/MBA/2025/057

Date:11/02/2026

All students of the **MBA Batch 2024-2026 & 2025-2027** are hereby informed that the following instructions must be **strictly adhered to within the university campus premises**:

1. All students must **carry their valid Student ID Card at all times** while on campus.
Any student found without a valid ID card will **not be allowed entry into the university**.
2. Students who have opted for **University Transport** must compulsorily carry their **Transport ID Card**. Failure to do so will result in **denial of boarding the bus**.
3. Students are strictly advised to take necessary precautions while commuting/driving their vehicle. **Wearing a helmet is mandatory**. All the students must park their vehicle at the designated university parking area only. Damage or theft of vehicles parked elsewhere will not be University's responsibility.
3. If any student faces issues related to **health, academics, bullying, extortion, ragging, conflicts with peers, or any other concern**, it must be **reported immediately to the Head of the Department or their respective mentor**. **No student should take any action on their own**.
4. Classes for both batches **commence at 8:00 AM sharp**. Attendance concessions will be allowed **only till 8:15 AM**. No attendance shall be granted thereafter.
The **official timetable** has been shared on the university ERP portal (accessible on your phones) official WhatsApp groups and displayed on the notice board, kindly adhere to the same for class details.
6. **University uniform is mandatory on Monday and Thursday**. On other days, students must wear **formal attire with proper footwear**. Proper shoes and no crocs or flip-flops allowed.
7. Students are not allowed to leave classes during campus hours. If at all one has to leave for participation in cultural activities/competitions/mentor-mentee discussions/counselling sessions

etc must mandatorily fill the Student Leave Management Register available in the Program office.

8. Students have to apply for leaves and need to submit a written application stating a valid reason with supporting documents, get it approved by the HoD, and submit the same to the Program Office.
9. During Sports or Library periods you are not permitted to sit in classrooms. You have to be part of some sports activity. No student should be found loitering on campus.
10. During lab periods, students must strictly remain inside the lab and are not allowed to be in the classrooms unless given permission by the course faculty.
11. Students are not permitted to leave the campus for snacks or refreshments. The university has four food outlets and a canteen within the campus premises for this purpose.



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Copy for the information:

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