

# **DAV INSTITUTE OF MANAGEMENT FARIDABAD**

## **STUDENT CHARTER**

### **Introduction**

**The institute committed to continually improving the quality of its services and this student charter is one way of outlining that commitment to you.**

**This charter also explains what the institute expects of you. The quality of the services that we believe you are entitled to is balanced with responsibilities placed on you. The ethos of an institute is different from that you may have experienced at school, or through other training. This charter explains how you can make the most of the opportunities that DAVIM student experience has to offer.**

**Dr. N.K. Sharma  
Principal Director**

**Dean Student welfare**

**President Alumni Association**

**Student Representatives**

## **Studying at DAVIM**

### **You can expect**

- **To receive a Student handbook which provides you with information about the institute, its regulations and facilities;**
- **An induction to the program and institute;**
- **That the teaching you receive will be evaluated. We will use feedback to enhance the quality of our teaching;**
- **That we will work with you to help you develop your learning skills, recognizing that this is an ongoing process;**
- **That we will provide a quality learning environment;**
- **That we will provide you with access to appropriate resources to enable you to complete your studies;**
- **That we will support you, both academically and personally, to help you complete your studies;**
- **That staff will be courteous, professional and efficient;**
- **That we will seek to create and maintain an atmosphere and environment which is conducive to learning;**
- **That we will monitor admissions, progression and completion data and feedback from students with a view to continually enhancing the quality of our provision;**
- **In conjunction with ‘We Care’, we will provide a wide range of high-quality sporting and cultural activities, with extensive extra-curricular activities for students who want to take part;**
- **That we will respect your right to confidentiality;**
- **That we will comply with all relevant legislation.**

### **What we expect of you.**

- **That you will check your registration details and report any mistakes or omissions immediately;**

- That you take part in any induction activities;
- That you will take responsibility for your own learning and assist in creating and maintaining an atmosphere and environment which is conducive to learning for all;
- That you take responsibility for seeking any support you need;
- That you use our facilities with respect and consideration for others;
- That you will be courteous, efficient and behave in a professional manner;
- That you will pay all fees and charges due when required;
- That you will behave responsibly and respect other students, staff and the local community both on and off-campus;
- That you provide the information requested by the institute/university and that you keep the institute advised of changes to the data held on your student record;
- That you will comply with institute/university rules, policies and regulations and all relevant legislation;
- That you settle any outstanding debts to the institute prior to graduating.

## **Complaints**

**If you have a problem, you can contact your Coordinator, or your Programme Director. It is important to tell us about any problems as soon as you can as it is often easier to deal with problems at an early stage.**

## **Student discipline**

**You should note that there are disciplinary procedures for students who break institute regulations or fail to comply with instructions regarding conduct. Further information is available in your Student Handbook or online.**

## **After you leave:**

**We hope that your relationship with DAVIM will be one which you value both during your time with us and after you leave. We would like you to continue your relationship with us after completing your studies.**

### **You can expect**

- **That you will automatically become a member of the Alumni Association;**
- **That we will send you copies of our alumni magazine on line, which provides information on developments at the institute and other graduates.**

**Did you know?**

**“A Distinguished Graduate Award is made each year to an alumnus/alumna in recognition of outstanding achievement in their chosen field”**

**Did you know?**

**“You can use the Institute’s career development center for Three years after graduating.”**

### **What we expect of you.**

- **That you help us by updating your details on line whenever there is a change.**

**The institute has a Student Charter and other support charters, which cover:**

- **Admission and Registration services**
- **Teaching, learning and academic guidance**
- **Information Services (this includes the library and IT facilities)**
- **Student Support (which includes counseling and mentoring, Tutorial Support, Health, Safety & Security services, Complaint, Appeals and grievance procedures etc.)**
- **Career Development Center**
- **Guide lines for students who go abroad to continue studies in institutes in collaboration with DAVIM/further studies**
- **International Students**