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Welcome Message
Dear Students,

Congratulations!

Welcome to Annapurna International School of Film and Media (AISFM)!

We are delighted that you're a part of our learning community and wish you a productive, fruitful and memorable time here. The Student Handbook provides you with the information you will need throughout your academic journey at AISFM and includes a brief overview of rules, regulations, and procedures. You can also find information about the services available to you as well as your responsibilities as a student.

- Students always come first, in everything
- We are committed to professionalism. We keep our word.
- Information and ideas should be shared, not hoarded
- We will never stop striving, in ALL our activities, to achieve perfection
- We will work to achieve and maintain academic and financial independence.

Please take time in the next few days to review this handbook. If you have any questions about it, please approach a faculty or staff member right away.

Finally, please note that the management of AISFM reserves the right to change any of the information, rules or regulations contained in the Student Handbook at any time.

We look forward to your cooperation and support in helping us make AISFM the best media school in the world.

Sincerely,
AISFM Team
Message from Director

Dear Students of AISFM, Congratulations!

Welcome to the Annapurna International School Family!

Having successfully completed five years in the field of education and sending out two sets of graduates into the industry, we begin this year with renewed commitments to provide quality education for the film and media industry. We are thrilled to have you all here and be a part of your journey to achieve your dreams. Our former president and the great scientist Abdul J Kalam once said, ‘You have to dream before your dreams can come true.’ I believe you are all here because you have dreamt and you have just taken your first step to achieving those dreams!

Here, at the Annapurna International School of Film and Media, we have only one objective to help you make your dreams come true. Over the past few decades as the film and media industry grew, finding even entry-level jobs in the sector was a challenge. Only the privileged few could manage to find opportunities, that too where possible only through apprenticeships and many years of struggle. Later formal education in film and media became available abroad, but only a few could afford it.

Our Founder, the late Dr. Akkineni Nageswara Rao, whose career spanned 70 years, understood and recognized the need for technical education in the film industry in India. He brought together Annapurna Studios and the “Film and Media Education Society”, to start AISFM with the mission to be a global leader in media education.

To ensure students have a purposeful and meaningful learning experience, AISFM has recruited faculty and expertise from around India as well as abroad.

Our curriculum is based on courses at universities in the United States and is revised regularly and carefully to be relevant to what our industry requires. This is the strength we have as a private educational institution, backed by a leading Film studio.

Today you all have the great power and opportunity of achieving you dreams. Your parents have invested a lot of trust and finances in you. But your dreams can only be realized with a lot of hard work, discipline, courage, teamwork, and perseverance.

During your time at AISFM, please attend every class and do your best for every project in which you participate. Make full use of the facilities in the school, the faculty and every contact you make here. Make friends with your classmates, be inspired and in return inspire them as well.
Make friends; these friendships will take you far and perhaps stand by you during challenging times.

In the words of the Legendary Akira Kurosawa, ‘Film-Making is a collaborative force based on individual talents’. So be ready to collaborate and have fun with it. Some of the friends you make here will go on to become very successful in this industry.

You have to be smart enough to learn how to maintain your vision, while drawing resourcefully from those around you.

Learn to find opportunity in every avenue, learn to articulate and communicate well.

We conduct many guest lectures featuring successful industry experts – so please don’t miss these talks. Your interactions with them will prove to be invaluable to your careers.

The key is to commit to being present for every opportunity AISFM provides you and to be willing to work harder than anybody else would so that you can achieve your dreams.

We will celebrate your successes and guide you through failures. We will spend the next two and four years together preparing you for your future, provided you are willing to work hard with us.

I look forward to seeing you tap into your talents and merge it with hard work. I look forward to seeing you amaze us all with your work and achievements.
I wish you courage and focus; I share your excitement and hope, I bless you with every success, on behalf of myself, my late father-in-law and founder – Dr. ANR, my husband Mr. Nagarjuna Akkineni and all of us at AISFM, welcome and best of luck!

- Amala Akkineni
Message from Dean
Welcome fellow dreamers!

Welcome to AISFM - a place which respects your dreams, passion and unique talent.

The school is supposed to be the place to empower us with the knowledge to make our dreams come true. However, the conventional school system has been doing the exact opposite of this until recently.

Dear students, you are lucky to be born in this generation.

Two decades ago, the education world had woken up to the ground-breaking discoveries of Daniel Goldman’s Emotional Intelligence and Howard Gardner’s Multiple Intelligences. These experts challenged: ‘If we all are born with the same set of abilities, talents and personalities, what’s the difference between robots and humans?’ Every person is unique. He/she is blessed with his/her unique fingerprints that no one else can mimic. With this realization, suddenly arts & media found a center stage in education.

And, in the career world, for the first time in history, arts, science and business found a renewed synergy to create a vast arena of opportunities for the talented, versatile and hardworking. With the advent of the internet, new media, new technologies, new industries are shaping up on a global scale.

One need not study only Engineering/Medicine/IT to find a rewarding career. One can be creative, unique, multitalented, yet fashion a respectable career today.

Another positive development has been merging of various industries like media + film + internet + technology + business that have boosted the new wave of job opportunities. But, this new boom requires new kind of training, new degrees, a new approach to education. Hence, the sudden increase of media centered schools like AISFM.

We’re here because we’re needed for these times. AISFM is here today because it has the expertise to prepare you for the new world of opportunities.

A new generation education not only needs knowledge but, also a renewed educational philosophy. We, at AISFM, believe that every human being is blessed with extraordinary talents. We work hard to help you optimize those talents.
Situated in a working studio with state-of-the-art infrastructure, we are committed to equipping you with the knowledge, exposure and confidence that is required to realize your dream careers.

The fact that you are at AISFM means that you respect your passion. And you have great caring parents who are willing to sacrifice their hard earned money for your future. So, be grateful to your parents for sending you to AISFM. Your promise to them should be to do 100% justice to their support.

So, buckle up, do your part. Work harder than ever, with an open-mind to learn new things, listen to your inner voice and lessons with humility and respect - your bright future is a cakewalk.

Once again, welcome to AISFM!

-Bala Rajasekharuni.
AISFM Vision

“AISFM strives to be a leading Global Institution for education in Film and Media.”

AISFM Mission

“We are committed to train young professionals through world class curriculum that is creatively exciting and challenging, fostering a learning environment that encourages professional excellence and personal growth.

- We collaborate effectively with global institutions, colleges and universities, where partnerships lead to research, enhanced learning and innovation.
- We are a center of excellence for amateurs and professionals to constantly learn new skills and technology.
- We provide internships and facilitate job search as well as promote talent through film festivals worldwide.”
Our Promise

The institute will

1. Do its best to provide the student with high quality professional teaching, supervision, assessment and support services.
2. Act reasonably and justly in exercising its powers under the regulatory framework of the Institute.
3. Give reasonable notice of any changes in the course(s) made due to changes in funding, staffing, government regulations, statutory requirements or other reasonable causes.

Admission Policies

Only upon clearing the Selection Process, the candidate will be given admission into AISFM.

AISFM is affiliated to Jawaharlal Nehru Technological University & Jawarlal Nehru Architecture and Fine Arts University.

The admission shall be provisional and subject to acceptance of application by University.

Admission to any course is based on University / AISFM screening and eligibility criteria as defined by the concerned University. The University/ AISFM reserves the right to refuse FINAL admission to any applicant. The decision of AISFM & the University shall be final & binding.

An admission to a particular course cannot be converted into an admission for any other course.

AISFM has the right to terminate the enrollment of a student without refunding any fees or tuition

- in case of a violation of any institute rules or contract;
- in case of late payment of any fees or tuition,
- in case of behavior deemed disruptive to other students or faculty, or
- in case of activities that are illegal under state or national laws.

When possible and reasonable, the institute will provide the student with a fair opportunity to state his/her defense; however, the decision of the school management in all such cases shall be final and binding.

We also wish to inform you that the academic rules and regulations of AISFM are dependent on the rules, policies and regulations of the related academic program of the affiliated university.
What we expect from our students

The student will

1. Observe the rules and policies of AISFM. The policies may be modified from time to time. The student agrees to accept the jurisdiction of AISFM in all matters connected to academic progress and discipline.
2. Do his / her best to fulfill the requirements stipulated by AISFM for the course.
3. Comply with the AISFM attendance policy as explained in the handbook. He/ she should also complete required projects and assignments to be able to appear for his/her exams.
4. Not be late for class, and agree that if he/she is late, he/she may be allowed to attend the class strictly at the discretion of the faculty but will not be awarded attendance. If the student is late by more than 15 mins, he/she will not be allowed into the class.
5. Pay the fees by the due date.
6. Not resort to strikes, boycott of studies or any other form of mass protest against the institute.
7. Not consume any alcoholic beverages / banned substances while on campus.
8. Keep mobile phones switched off during all instructional hours. In case of violation, the instrument will be confiscated for that entire working day and the student will be marked absent for the class.
9. Not download any content including but not limited to MP3s, games and videos on campus.
10. Handle institute’s equipment with care and return it in the condition it was received.
11. Follow all rules related to specific areas of the school such as classrooms, computer labs, library, editing and sound suites, the student theater etc.
12. Participate in student community services and outreach initiatives for creating and sustaining reciprocal learning partnerships among the members of the local and global communities.

The student acknowledges that

1. At AISFM, the medium of instruction is English unless clearly specified in the course materials or offer letter, and all classes and exams are conducted in English.
2. To mimic real-world conditions, most projects will be team-based. Teams will be expected to meet whenever necessary, including during weekends or after class hours, to work on scripts, assignments, and other pre-production activities. The student agrees that failure to act in a way that is conducive to team unity and productivity is grounds for a disciplinary action.
3. In case of any dissatisfaction with the course or teaching methodology of a faculty, the student can bring up the issue with the concerned faculty or the Head of Department (HoD). If they are unhappy with the response, they can request a meeting with the Chief Academic Administrator.
4. Student agrees that school management's decision on such matters is final and binding.
5. All fees and charges paid by students are non-refundable. The fee for a course is refunded if AISFM cancels or withdraws a course.
6. Breach of student code of conduct or failure to meet academic requirements may result in suspension or expulsion from AISFM, without refund of any fees.
7. Any dispute arising out of, or in connection with this handbook, shall be addressed through the grievance and dispute resolution procedures stipulated by AISFM. All these procedures must be exhausted before the issue can be taken to an external forum. The jurisdiction of any external forum or court is Hyderabad.
8. AISFM has the right to contact the parents and guardians of a student regarding any issues that it deems fit
Academic Structure

**Degree:** Bachelor of Fine Arts (BFA)  
**University:** Jawaharlal Nehru Architecture & Fine Arts University, Hyderabad  
**Degree type:** Full-time, government-recognized.

The duration of the BFA degree will be of 4 years and will have 8 (eight) semesters.  
The term of a semester is six months (Jan–May and July–Dec).  
Each semester has 3 internal examinations (classroom assessments) and 1 external exam by JNAFAU.

**Degree:** Master of Arts (MA)  
**University:** Jawaharlal Nehru Architecture & Fine Arts University, Hyderabad  
**Degree type:** Full-time, government-recognized.

The duration of the MA degree will be of 2 years and will have 4 (four) semesters.  
The term of a semester is six months (Jan–May and July–Dec).  
Each semester has 3 internal examinations (classroom assessments) and 1 external exam by JNAFAU.

**Degree:** MBA (Media)  
**University:** Jawaharlal Nehru Technological University, Hyderabad (JNTUH)  
**Degree Type:** Full-time, government-recognized

The duration of the MBA degree will be of 2 years and will have 4 (four) semesters.  
The term of a semester is six months (Jan–May and July–Dec).  
Each semester has 3 internal examinations (classroom assessments) and 1 external exam by JNTUH.

Exam structure

**BFA (Film + Media), BFA (Animation) & MA**  
Internal exams: 50 marks (including 10 marks for attendance)  
External marks: 50 marks

**MBA (Media) (JNTUH)**

**Theory:**  
Internal exams: 40 marks (including 10 marks for attendance)  
External Exam: 60 marks

**Practicals:**
Internal exams: 30 marks (including 10 marks for attendance)
External Exam: 70 marks

**Student Production Guidelines**

**Intellectual Property (IP) Policy**
Copyright law protects the ownership of author's work such as books, articles, texts, scripts, screenplays, musical works, dramatic works, pictorial works, motion pictures and other audiovisual works, multimedia works and sound recordings.

The intellectual rights of any material created as a part of the course shall vest with the Institute. If a student wishes to enter into a contest or festival using the material produced at AISFM, he /she needs to take the necessary permission from the authorities.

Students shall also be jointly and individually responsible for obtaining any necessary permissions for the use of any copyrighted materials.

AISFM will at all times reserve the right to display and distribute student work or to license the work to other parties.

All students who create or participate in the creation of a student project are jointly and individually responsible for such work. Students are responsible for determining and ensuring that the student projects do not violate or infringe any copyright, law, right of privacy, or rights of any individual.

AISFM will decide whether or not to join a student project. Students cannot use the AISFM logo and branding without the written approval from the management.

If a student wishes to display his/her work with AISFM references or trademarks, or mention AISFM in the supporting text or materials, the work must be submitted to the approval committee with the help of the faculty. If the committee approves, AISFM will add necessary credit slides and a watermark to the work. The student will then have permission to display this version of the work.

Should AISFM discover any breach of these policies, the student responsible for the project will face disciplinary action. If an alumni commits breach of policy, the institute reserves the right to initiate legal proceedings against the alumni.
Production Areas
AISFM is located inside Annapurna Studios, one of India’s largest and best-equipped film and television production facilities. Students have access to various shooting locations, indoors and outdoors, for shooting their projects. Choice of places should be in agreement with the specifications of the project assigned to students.

List of outdoor locations for student shoots:
- In and around the AISFM facilities and Administration Block.
- AISFM Production Space.
- Police station set.
- Forest (ASPL)
- Park (ASPL)
- Garden opposite ANR library (ASPL)
- Roads inside Annapurna Studios (ASPL)

For all ASPL locations prior permission needs to be taken from ASPL, hence all locations (including AISFM locations) need to be pre-booked at least 48 hours in advance.

In case of locations being pre-booked by ASPL, student bookings will need to be re-scheduled.
Academic Regulations

Allocation of Specializations

Students will be allocated specializations before Semester V (BFA Film + Media) and Semester II (MA Film + Media). AISFM offers the following Film and Media specializations.

**Film specializations include:**
- Directing + Sound Design
- Directing + Cinematography
- Directing + Editing

**Media specializations include:**
- Journalism + PR (Only Masters)
- Advertising + Digital Marketing
- Graphic + Multimedia Design
- Photography + Digital Imaging

The student will be given a ‘Request for Specialization’ form by AISFM two weeks before end of semester IV (BFA Film + Media) and end of semester I. (MA Film + Media). The students will have to rank the specialization in order of preference. If the student does not share the preferences by the required timeline, any available specialization will be assigned to the student.

However, any specialization can be added, removed or merged. These changes depend on the number of students requesting for a particular specialization, directives from the affiliated university, or input from industry partners.

Each specialization has a limited number of seats. If many students select a particular specialization, the students with better academic performance will be given an opportunity to pursue that specialization.

AISFM requires a minimum number of students to offer a particular specialization and AISFM reserves the right to cancel / withdraw the specialization, if the requisite number of students is not met.

Although the students share their preferences, they may be allocated a different specialization based on any of the following considerations:
- Student’s overall performance in the previous semester(s).
- Student’s aptitude for requested specialization.
- If the minimum number of students required to offer the specialization are not met.
- If the number of requests for that specialization exceeds the maximum number of seats earmarked for the specialization.
The student understands that:
  • They will not be allowed to change their specialization once the semester begins.
  • The curriculum is subject to change at any time.
Financial Aid

Educational Loans

Educational loans are offered by IDBI, HDFC, SBI and other finance companies. Loans are always subject to the bank’s individual assessment processes and discretion.

For more guidance on education loans, please contact the admissions office on 040 4007 3000.

Scholarships

Merit scholarships are granted for the best of the best in each discipline, purely based on the annual academic performance of the student.

Eligibility

After a successful completion of the first year of the program,
- Students who score a 3.7 GPA and above may qualify for financial aid of Rs.50,000
- Students who score a 3.3 GPA and above may be eligible for financial assistance of Rs.30,000

GPA Conversion Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>89-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>85-88</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>75-79</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>70–74</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>65-69</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>60-64</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>55-59</td>
<td>1.3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>D</td>
<td>50-54</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 50</td>
<td>0</td>
</tr>
</tbody>
</table>
Re-registration Policy

What does it mean to fail a subject at AISFM?

A student fails a subject if his/her total marks in that subject is less than 50 (internal + external)

AISFM does not immediately offer ‘supplementary exams’ for subjects that a student fails. If the student fails a subject, he/she needs to re-register and repeat the subject the next time that it is offered.

If the student fails 1 or 2 subjects in a semester, the student may continue the next semester provided:

• He/ she re-register for those subjects by completing the ‘Re-enrolment’ form when the same subjects are offered in the following semesters.
• He / she completes the re-registered subjects in addition to the student’s standard semester subject load.
• He / she has to pay the standard fee for the re-registered subjects.

Note: The student will be issued a new transcript for the re-registered subject upon successful completion.

If the student fails 3 or more subjects in a semester:

• The student cannot continue the next semester and will be placed on academic suspension.
• The student will be required to re-register for all subjects. Any fees paid for the new semester will be transferred to the re-registered subjects.

Note: The student will be issued a new transcript for all repeated subjects.
**Re-registration Fees**
The re-registration process of the course depends on the rules, regulations and policies of the university.

The fee to re-register a subject is equivalent to the standard subject fee. These will be calculated for each semester, based on that semester's fee structure.

**For the January and July semesters, re-registration fees:**

<table>
<thead>
<tr>
<th></th>
<th>With faculty involvement / extra classes</th>
<th>Without faculty involvement / extra classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFA</td>
<td>Rs.8,500 per credit (Rs.25,000/ for a 3 credit subject).</td>
<td>Rs. 3500 per credit</td>
</tr>
<tr>
<td>BFA</td>
<td>Rs.8,500 per credit (Rs.33,500/ for a 4 credit subject).</td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td>Rs.10,000 per credit (Rs.30,000/ for a 3 credit subject).</td>
<td></td>
</tr>
<tr>
<td>MBA</td>
<td>Rs.7,500 per credit (Rs.22,500/ for a 3 credit subject).</td>
<td></td>
</tr>
</tbody>
</table>

All Projects are considered to be equivalent to a three-credit subject.

**Course Completion Criteria**
The student must clear all subjects before beginning:
- the last year of the course (4\textsuperscript{th} year) – for BFA students. If the student does not clear all subjects, he/ she will not be allowed enter the 4\textsuperscript{th} year.
- the last semester of the course – for MA and MBA students (2\textsuperscript{nd} year). If a student does not clear all subjects, he or she will not be allowed to begin the last semester of MA and MBA.

**Re-registering: Example One**
Rohit began his BFA in July 2013.
- At the end of the first semester, he fails one subject.
- He continues the January 2014 semester.
- The subject that he failed is next offered in July 2014, so Rohit re-registers for the subject 15 days before the semester begins and pays the re-registration fee.
- In his July 2014 semester, Rohit must complete his standard 3rd-semester workload, in addition to the re-registered subject.
Re-registering: Example Two
Priyanka began her MA in July 2013.
• At the end of the first semester, she fails three subjects.
• She cannot continue the next semester, and will be suspended from the ongoing semester.
• In the July 2014 semester, she re-registers for all 1st-semester subjects (including the ones that she previously passed) and joins the next intake.

Academic Code of Conduct
When students accept admission to AISFM, they are expected to uphold its values by maintaining a high standard of conduct. Students are expected to demonstrate honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

When the behavior of a student becomes unacceptable, e.g., when a student hurts others or is irresponsible, the administrators will address the behavior according to the Student Code of conduct.

The Student Code of conduct as set forth below applies to all students.

Academic Misconduct
Academic misconduct comprises attempts to be dishonest or deceptive about any academic activity at AISFM in or out of the classroom, or to act in a disruptive manner that negatively impacts the learning environment.

Violations include, but are not limited to:

1. Misrepresentation of academic records: Any attempt made to alter transcripts from any institution, degree certificates and letters of recommendation or electronic resumes.
2. Cheating on examinations: Any attempt by students to change their performance in an examination by violating that examination’s commonly understood ground rules. For example, copying the answers of another student, unauthorized communication during examinations or knowingly allowing other students to copy their work. Stealing or otherwise discovering and making known to others the contents of an examination that has not yet been administered is also a violation.
3. Plagiarism: Representing the work of another as one’s own. Plagiarism can consist of acts of copying words or ideas of another or omission / failing to acknowledge /document/credit the source or creator of words or ideas. For example, using scripts, audio or video clips that come from another source (including work done by another student) without permission and acknowledgment of that source.
4. Duplication: Submitting the same work in more than one course without the written consent of instructors.
5. **Sabotage:** Altering or destroying another student’s work or records, changing records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.


7. Conduct in violation of public law occurring outside AISFM that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.

8. Attempting to improperly influence the award of any credit, grade or honor.

9. Conduct of a student that disrupts class.

10. Unprofessional behavior while on internship or failure to complete the awarded internship.

The above examples are illustrative rather than exhaustive. If there arises some ambiguity, inconsistency or need for clarification in this statement, such definition, interpretation or explanation shall be decided by the academic team.
**Academic Warning**

**What is an Academic Warning?**

An Academic Warning serves as an initial notice that a student’s academic performance is not currently meeting the minimum requirements. Continued non-performance at this level will result in the student being placed on Academic Probation.

**What are the minimum requirements that students should meet?**

**Students are required to:**
- Maintain a cumulative GPA of 2.0 or higher
- Maintain a semester GPA of 1.7 or higher
- Maintain an attendance of 75% or higher in every subject
- Should not have any record of academic / student misconduct

**What does it mean for a student to be given an Academic Warning?**

An Academic Warning is an official communication to a student that they need to improve their GPA / Attendance / Academic Conduct to avoid being placed on Academic Probation. Failure to meet academic requirements despite warnings will lead to the student being placed on Academic Probation.

**Academic Probation**

**What is Academic Probation?**

Students will be placed on Academic Probation if they fail to meet the required Attendance / GPA / has an academic misconduct filed despite a warning.

**How does placing a student on Academic Probation help?**

Being placed on Academic Probation is not suspension / expulsion. Students are given a probationary period, often a semester, to demonstrate academic improvement.

**Academic probation is designed to serve three purposes**
- To clearly identify the areas in which the student is failing to meet AISFM requirements.
- To provide time for necessary counseling of the student.
- To give a student an opportunity to demonstrate that they are capable of meeting the requirements.
When can a student be placed on Academic Probation?

**Students can be placed on probation at any time if:**
- They do not improve their GPA / Attendance after having been issued an Academic Warning
- They are found guilty of Academic Misconduct.

How long does the probationary period last?

Once placed on probation, students will stay on probation for the rest of the semester.

If a student passes a semester with less than 1.7 GPA, he/she will automatically be put on Academic Probation for the next semester.

What are the additional rules that impact on probation students?

Once placed on probation, students will be assigned a faculty advisor who will chart a plan for extra reading and projects.

He / she will have to complete all the extra assignments and projects while continuing to take their regular classes.

He / she will not be able to participate in many of the extra-curricular activities at AISFM. In cases where participation is permitted, the he / she will need to acquire written permission, in advance, from the Chief Academic Co-ordinator.

What do students to get off Academic Probation?

**Students should:**
- Achieve a cumulative GPA of 2.0 or higher.
- Achieve a semester GPA of 1.7 or higher.
- Achieve an attendance of 75% or higher in every subject.

What if a student’s performance while on Academic Probation does not improve as required?

Failure to meet the requisite GPA, Attendance or Code of Conduct while on Academic Probation will lead to Academic Suspension. Failure in three or more subjects (Internal or External Assessment) during semester results in Academic Probation for the next semester as well. He/she will not be allowed to participate in any extracurricular activities or internships applicable during this time.
Student Code of Conduct

General Code of Conduct
Students are responsible for doing their part to maintain an orderly learning environment.

Students who do not follow school expectations may be subject to suspension or other disciplinary action. Students may not participate in school activities during suspension.

Before every semester, kindly go through the student handbook carefully.

1. Attendance
   As per the university guidelines, a minimum of 75% attendance in each subject is mandatory to appear for final exams at the end of the semester.

   Attendance once marked will not be changed. If a student requires medical leave, their parent or guardian must communicate directly through email with the school administration. They must also submit a proper leave application and medical certificate.

   Class attendance is based on both presence and participation.

2. Biometric Attendance
   As per the university guidelines, biometric attendance is now mandatory along with classroom attendance. Any student who leaves halfway through the class will be marked absent.

3. Be on time
   Walking in late disturbs everyone. Students must ensure that they are seated 10 minutes before the class. If students cannot avoid being late, make sure to be unobtrusive about your entry.

4. Attend class
   Students who attend class, listen to the faculty, ask questions and take good notes are more likely to pass with a higher grade.

   If a student cannot avoid missing a class, they must contact the faculty ahead of time to let them know.
   Class attendance is based on both presence and participation.

5. Taking responsibility for learning
   The faculty is here to create a learning environment, the students’ learning depends on their willingness to listen, ask appropriate questions, and do the work necessary to pass the course.

6. Class Attendance Expectations
   Students are expected to report to class on time and stay for the full session. Students must report directly to class and should not drop in other areas such as
the office, lab or library. Students must attend the entire class to be marked present.

7. **Excuse Notes and Absence**
Within two days of return to class, students must submit the leave of absence application signed by the parent/guardian to the Chief Academic Co-ordinator or the Academic Team. The Academics team will send an approval email to the concerned Faculty for the needful. Please see Attendance section for more details.

8. **Class preparation and assignments**
The students are encouraged to complete assigned reading before coming to class. They must bring common classroom supplies such as a pencil, paper, textbook, test materials, etc. along with completed homework.

9. **Conduct during class hours**
When a student leaves the class halfway, it disturbs other students and shows disrespect towards fellow students and the faculty. At the end of the class period, students must wait for the teacher to finish his or her thought and conclude the class.

10. **Asking appropriate questions**
It’s good to ask questions and make comments, but students must keep them related to the discussion at hand. Dominating class time with too many questions or comments prohibits other students from participating in discussions.

11. **Practicing common courtesy**
- Students must remember that in college, as in every other area of life, politeness and respect count.
- The student must not have private conversations with their neighbors during class.
- Students must turn off cell phones during class. Please refer to mobile phone policy.

12. **Assignments**
Students must turn in all assignments on or before the day they’re due for full credit. If the student is absent because of a valid excuse, acceptance lies at the discretion of the faculty. Late work will not receive any credit.

13. **Respecting faculty**
Openly challenging the faculty’s knowledge or authority in the classroom is improper. If students have differences with the faculty’s information or teaching methods, they may want to discuss their issues with the faculty outside of the classroom in a non-confrontational manner.

14. **Sleeping in class**
Sleeping in the class is disrespectful (whether during a presentation or a guest lecture). If a student is tired he/she might as well stay home and get the required sleep. Class attendance is based on both presence and participation.
15. Respecting the Facilities

- Students are expected to help maintain the appearance of the classroom. Whatever they bring into the classroom should leave with them. After class, they must discard/recycle all trash.
- Students must not plug into the unidentified LAN ports.
- Students must switch off the lights and AC when not in use.

16. Social Networking/Chatting

- Use of social networks like Face book/Twitter/Instagram etc. during class is prohibited.
- Talking to classmates during lecture and presentations disrupts the learning environment. If the student engages in such behavior, he/she may be asked to leave the class. If the student requires the professor to slow down or to review some material, they must raise their hand and ask them to do so.

17. Code of Conduct

Respect the Code of Conduct as established by AISFM.

18. Escalation Matrix

Any issues regarding dissatisfaction with AISFM in any form should be discussed with the appropriate person at the appropriate place the same day. See the student handbook for guidance. Airing such dissatisfaction on social media etc. will not be tolerated.

The management of AISFM is dedicated to resolving issues as soon as possible for the benefit of everyone. This includes harassment of any kind. Students must report and discuss it with the concerned authorities immediately.

Students are requested to follow the protocol and not directly approach the Dean or any other higher authority. All initial academic concerns need to be escalated to the respective Faculty / HoD. In the absence of any response, kindly approach the Chief Academic Coordinator / Academic Team.

19. Fighting

Physical assault or physical fight with anyone on campus may result in a ten-day suspension from school. In severe cases, defaulters also will be charged with a police complaint or legal proceeding.

20. Late Arrivals

Students must be in class 10 mins ahead of the scheduled time. Students arriving after 10 minutes of the scheduled class time may be allowed in the class only at the discretion of the faculty, but will be marked absent. A student who arrives 15 minutes after the scheduled class time, will not allowed to enter the class. This is non-negotiable under any circumstances.

Consequences will be assigned for unexcused late arrival to class. The third late-coming will result in detention. The sixth unexplained late-coming will result in an office referral.
21. **Electronic Devices**
Use of cell phones in classrooms is not allowed. Mobile phones must be deposited in the locker before entering the class. Violations of this will result in disciplinary action by being marked absent and applicable fine. For any emergencies, this contact number can be shared with parents / guardians: Ms. Vidya +91- 9676655133.

22. **Drugs and Alcohol**
Law and AISFM policies prohibit possession or use of narcotics or alcohol on campus. Any student who brings a controlled substance, imitation controlled substance, or marijuana etc. on to school property or to a school-sponsored activity/event shall result in expulsion. Please the section on Drugs and Substance Abuse.

23. **Food and Drink**
Food and beverages should be consumed in the cafeteria only. Students are not allowed to drink or eat anything in the classrooms, post-production facilities or library etc..

24. **Cheating**
Cheating is defined as copying another student’s work, allowing another student to copy one's own work; communicating about a test during test administration, or plagiarizing. Plagiarizing includes copying text/images from sources of information from the Internet. Students caught cheating will get a zero for the assignment and will be subject to disciplinary action. For further details, please see the Academic Code of Conduct.

**Campus Dress Code:**

We at AISFM believe that the appearance of our students is a reflection of our School’s values and culture. Hence the students are required to maintain appropriate attire in a manner which respects the sanctity of the educational institution.

If a student is found to be inappropriately dressed he / she can be asked to go back and change. If the student doesn’t comply, he/she will be subjected to disciplinary action.

**AISFM Campus Dress Code:**

<table>
<thead>
<tr>
<th>For Men</th>
<th>For Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual pants or jeans secured at waist</td>
<td>Traditional attire (Salwar kameez or kurtis)</td>
</tr>
<tr>
<td>Shirts with half or full sleeves , T-shirts with sleeves</td>
<td>Dresses, skirts, no higher than knees or capris</td>
</tr>
</tbody>
</table>
Comfortable shoes, sandals or flip flops | Casual or formal pants (including jeans)  
---|---  
Traditional attire | Comfortable shoes (including tennis shoes, dress sandals, boots and flip-flops)  
Hair beyond shoulder length to be tied up or combed back with head band, clips or band to look tidy | Hair beyond shoulder length to be tied up or combed back with a head band, clips or band to look tidy.

**Prohibited on AISFM Campus**
- Clothing depicting messages/images of illegal drugs, alcohol, profane language, racial/sexual suggestive language/images.
- In case of violation of the dress code the student will be asked to wear covering attire provided by AISFM during the academic session.
- Visiting students are also requested to observe the dress code.

**Preparation for Student and Professional Life**
Along with the recommended attire, students are advised to maintain a professional demeanor on campus. It must be kept in mind that as a student and a future professional in a highly competitive industry, it is beneficial to keep private relationships and affiliations for after campus hours.

**Public Display of Affection**
AISFM is a no PDA zone. Being overly affectionate in school is not professional etiquette and will not be allowed. AISFM recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behavior on campus or at school-related events & activities. The limit for affection shown on the AISFM campus is that of holding hands, only outside classrooms, not during class hours.

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, professional etiquette and respect for others is the guideline for appropriate behavior.

Students engage in such practices are subject to the following disciplinary actions.
- 1st Offense = Verbal Warning. Parents will be informed of the issue.
- 2nd Offense = 3 days suspension. A meeting with the Parent will be held on the matter.
- Subsequent Offenses = 2-week suspension. A parent conference will be convened on the issue.
**Attendance**

According to the affiliated universities, students have to maintain a minimum of 75% attendance in each subject to appear for final exams at the end of the semester.

As per AISFM, students can appear for final exams at the end of the semester with a minimum of 75% attendance in each subject, but will be awarded up to an extra 10 points as a part of their AISFM 'Internal Assessment' for maintaining additional attendance.

For example if a student achieves 90% or more attendance, and a faculty has scored them 30 on their internal assessment for that subject, their score becomes 40 for that subject, but if the student achieves 85% attendance and a faculty has scored them 30 on their internal assessment for that subject, their score becomes 36 for that subject.

Refer to the following table for further details:

<table>
<thead>
<tr>
<th>% Attendance per subject</th>
<th>Extra marks in internal assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>75%</td>
<td>0</td>
</tr>
<tr>
<td>80%</td>
<td>3</td>
</tr>
<tr>
<td>85%</td>
<td>6</td>
</tr>
<tr>
<td>90-100</td>
<td>10</td>
</tr>
</tbody>
</table>

Students with less than 75% attendance for a particular subject will not be allowed to appear for the final exam for that subject. Unless they clear all subjects being offered in a semester, they cannot advance to the next semester. They may be allowed to repeat classes for that particular subject when next offered by the school, by paying the fee again for that subject. Provided they maintain the requisite attendance they will be allowed to appear for the exam for that subject.

**Leaves:**

**Planned Leave**

Students are advised to submit a leave application duly signed by a parent/guardians at least three days before going on planned leaves. Email intimation from a parent is also acceptable. The application will have to be submitted to the Academic Team and the original application will be placed in the student's file.

If a student misses a test during planned and approved leave, the student will not be allowed to write a re-test; unless the leave was due to medical reasons.
Unplanned Leave / Sick Leave
In case of emergencies, if a student needs to take a day or more off without prior approval, the student must inform the Faculty / Academic Team on the same morning or at the earliest time possible through a phone call / SMS / email. In such cases, the student should also submit the leave application within 2 days of returning from leave. If the emergency were due to medical reasons, a medical certificate would have to be submitted to validate the same.

The official holiday list for the semester will be announced at the beginning of every semester. Students are advised to take these into account while planning vacations or travel. However, there may be extra classes scheduled to complete the syllabus and students are expected to attend these classes.

Abandonment of Course / Cancellation of enrolment / Dropping a semester
A student will be considered to have abandoned the course if he/she goes on an unplanned/unannounced/unpermitted leave for more than five working days at a stretch. In such an eventuality, the student’s parents/guardians will be intimated, and a disciplinary action will be taken against the student upon their return.

A student may also initiate the cancellation of his/her enrollment if he/she is unable to continue the required tenure of their degree. This should, ideally, be the last resort if the issue at hand can’t be resolved with the help of a counselor and concerning faculty.

The process is as follows:

- The student is required to submit “request to cancel enrollment” form for withdrawing from the course. They should contact the academic administrator for this form.
- Students will also be provided with the No Dues form so that they can attach it to their withdrawal request. The No Dues process takes ten business days, so please wait until you hear from the academic administrator.
- If the student has cleared all dues for the current semester, then their security deposit shall be refunded. Otherwise, the amount will be used to clear any outstanding dues, and the balance (if any) shall be refunded to you. In case there is any outstanding amount to be collected from you even after adjusting the security deposit, then you will be required to clear the dues first and only then will your enrollment be canceled, and your original certificates returned to you. A cheque towards the refund is issued via post or can be collected by the student at AISFM.
- Students are then required to meet the Chief Academic Co-ordinator for confirmation of their withdrawal notice. Please note that cancellation of enrolment will be subject to the completion the entire exit formalities and final approval of Dean.
- Once their withdrawal is confirmed, it stands irrevocable.
- As a final step, students are requested to verify that they have collected all their original certificates when signing a letter towards certificate collection.
Student ID Cards
All students must obtain and carry a photo ID card issued by AISFM. AISFM expects that students will be able to provide their photo ID upon request and as a requirement before the use of AISFM facilities and services.

Address and Name Change
In the case of a change in permanent address, students are required to incorporate the same in the Registration Cards to be filled by them at the beginning of every semester. If a change is contemplated in the middle of any semester, a student can forward an application on the form furnished in ____ for the change of address to. The student shall register their name as it appears on the certificate only. Once registered, it will be the student’s responsibility to check if their name appears correctly on school records.

Equipment Policy
AISFM has an extensive range of equipment and facilities for usage by students. This equipment differs in quantity and quality to match the varied requirements of course curriculum and the aspirations of students. This policy sets out the parameters governing access to equipment and facilities to ensure their ongoing availability and optimal utilization. Equipment will however, not be spared for students, faculty or staff personal projects (Eg., contests, personal shoots, short films, etc.).

Anyone using AISFM equipment must follow the established access policy. Failure to do so may result in revocation of privileges or fines, which will be required to be paid in full before you will be allowed further equipment access. Kindly refer to the detailed equipment policy.

Sexual Harassment Policy
AISFM is committed to maintaining an environment free of discrimination or any forms of harassment that unreasonably interferes with the security, well-being, or academic experience of any member of the school. Sexual harassment on campus or in other settings related to school employment or enrollment is unlawful as per The Sexual Harassment at The Workplace (Prevention, Prohibition, and Redressal) Act and Rules, 2013. It is also unethical, and will not be tolerated. The school will respond promptly to formal complaints of sexual harassment, and, will act promptly to eliminate the conduct and impose such corrective or disciplinary action as required. This policy applies to all activities of the school, inside and outside classroom at all times.

Please see the following link for rules in The Gazette of India http://indiacode.nic.in/acts-in-pdf/142013.pdf
**Anti-ragging Policy**
We have zero tolerance for any form of ragging as described in the Supreme Court judgment. Ragging is strictly banned and anybody found indulging in such activities within and outside AISFM premises will be subject to severe disciplinary action, leading to suspension or even expulsion from the Institute. All students are required to submit the online undertaking [https://www.antiragging.in/Site/Affidavits_registration_form.aspx](https://www.antiragging.in/Site/Affidavits_registration_form.aspx) by following the guidelines given in [https://www.antiragging.in/upload/AntiRagging_HowToFillUndertaking.pdf](https://www.antiragging.in/upload/AntiRagging_HowToFillUndertaking.pdf)

For any help, kindly contact the Academic Team.

**Drugs and Substance Abuse Policy**
AISFM expects students and employees to maintain an environment that is safe and healthy. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and staff on AISFM property or as a part of any AISFM-related activity are violations of rules as well as the law, and will result in disciplinary action and may result in expulsion. When required by law, such activities may also be reported to law enforcement authorities.

**Disciplinary Actions**
If a student is found responsible for the violation(s) of the AISFM Standards of Conduct, disciplinary action will be taken.

Infractions have led to the measures ranging from corrective measures and warnings to expulsion. Even in the most challenging situations, however, AISFM seeks first and foremost to educate its students and make decisions regarding disciplinary actions from an educative perspective. The descriptions provided below are intended to inform students of the range of possible consequences for failing to uphold the standards of conduct. In each case, factors such as the nature and gravity of the incident, the motivation underlying the behavior, the student's disciplinary history, the impact of the behavior on the educational community, and precedent in similar cases will be considered in determining the appropriate disciplinary action(s). The disciplinary actions listed below may be used separately or in combination with one another. Failure to comply with any disciplinary action will result in additional conduct charges and may result in further disciplinary action(s).

- Corrective Actions
- Restitution
- Fines
- Limitations on Activities
- Suspension
- Expulsion
- Postponement of Activity Participation and Conferring of Degrees
Corrective Actions
Corrective actions are required activities intended to engage the student in a positive learning experience related to the student’s inappropriate behaviour and allow students to reflect upon their improper conduct, learn new information about the conduct in which they engaged and why it is inappropriate or unacceptable, and/or educate other students, so they do not find themselves in similar circumstances. This type of disciplinary action may include, but is not limited to, attending or presenting a program related to the implications of the student's conduct, writing a paper, interviewing someone or engaging in some personal assessment, mediation or counseling.

Restitution
Restitution is compensation required of students who engage in the theft, misuse, damage or destruction of institutional, group or private property. The amount of compensation is dependent on the extent of damage as well as what is determined to be the most appropriate way for a student to make amends for the damage he/she caused. The Academic Administrator decides the amount, form, and method of payment for restitution.

Fines
For some offenses, including violations of the AISFM alcohol and drug policies, penalties may be imposed.

Limitations on Activities
Restrictions on activities are assigned because the prohibition from participation in certain activities has been determined to be in the best interest of the student and the university. Limitations on activities may include, but are not limited to, a fixed period of as a participant in any extra-curricular activity and ineligibility to receive or maintain any award from AISFM.

Suspension
Suspension from the school involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Written notification of this action will be provided to the student and his/her parents or guardian.

Suspension from the school further involves the following
• The effect of suspension will reflect on the student’s disciplinary record and academic transcript;
• He/she is expected to withdraw from all courses carried that semester according to the policy of his/her college or school;
• He/she shall forfeit fees according to the standard refund schedule of the university;
• He/she must refrain from visiting the campus unless approved in writing by the dean of students or his/her designee; the suspension may include any other disciplinary action judged to be of value to the student.
Reinstatement from Suspension
When a student has concluded the suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the dean of students or his/her designee requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. The student may return to the school only after an affirmative decision has been made by the dean of students or his/her designee.

Expulsion
Expulsion is the most severe disciplinary action and involves the permanent exclusion of the student from the university.

Expulsion includes the following
Forfeiture of all rights and degrees not conferred at the time of the expulsion; notification of the expulsion provided to the student and his/her parents or guardian
- Permanent notation of the expulsion on the student’s disciplinary record and academic transcript;
- Withdrawal from all courses according to the policies of the student’s college or program;
- Forfeiture of tuition and fees according to the university’s regular refund schedule.
- Any student expelled from AISFM must refrain from visiting the school premises unless approved in writing by the dean of students or his/her designee.

Student Services

Use of Library

Issuing Books
- Students are allowed to borrow books but not DVDs
- Only one book is issued at a time.

Terms & Conditions
- Only students who have paid the stipulated security deposit will be allowed to check out books from the library
- Students will be required to show the security deposit payment receipt to the librarian when checking out books for the first time
- In case a book is damaged or lost, the cost of replacing the book will be deducted from the security deposit.

Due Dates and Fines
- Books issued need to be returned within seven calendar days, excluding holidays. The due date will be mentioned at the time of issuing the books
- A penalty will be charged for overdue books at the rate of Rs.10 per day. This is not open to negotiation under any circumstances.
No Dues Procedure

- Students need to clear all library dues before claiming a refund of the security deposit
- The ‘No Dues Form’ needed to be filled in by the student and signed off by the librarian. The form is available with the academic coordinator
- Refunds will not be processed unless the ‘No Dues’ procedure is completed.

Internet

Students are responsible for appropriate behavior when using AISFM networks and technology. Students are expected to be respectful and responsible while using technology. They must be good netizens and should demonstrate legal and ethical behavior at all times.

Students’ Responsibilities

Students will be required to acknowledge the following responsibilities before using or connecting to AISFM technology and the Internet in their schools.

1. I am responsible for my language. I will be polite and use appropriate language in my e-mail messages, online postings, and other digital communications.
2. I am responsible for how I treat others. I will not create or communicate abusive, harassing, bullying, libelous, obscene, offensive, profane, threatening, discriminatory or illegal messages.
3. I am responsible for respecting the intellectual property rights of others. I will obey copyright laws. I will not plagiarize or use another’s work without proper citation and permission.
4. I am responsible for my computer account and e-mail account.
5. I am responsible for all activity conducted through my account(s). I understand that my username and passwords are private and should not be shared with anyone. I understand that it is important to log off of the computer at the end of every session so another user cannot use my account and password.
6. I am responsible for my use of the AISFM network. I will use AISFM resources responsibly and will not search, retrieve, save, circulate, display, upload, post, e-mail, transmit, or otherwise make available any hate-based, offensive, or sexually explicit images or language or the files that generate such images or language.
7. I am responsible for protecting the security of the AISFM network. I will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing or downloading unauthorized software, games, programs, files, electronic media, or stand-alone applications from the Internet or any other sources.
8. I am responsible for protecting school property. I understand that vandalism is prohibited. This includes, but is not limited to, accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource. I understand that I need the authorization from a school administrator or teacher to use personal electronic devices or memory storage devices that I bring to school.
9. I am responsible for my conduct on all online sites. I understand that what I do on social networking Web sites should not negatively affect the school’s learning environment. I will not use Internet tools, such as discussion boards, chat rooms, and instant messaging, for personal rather than educational purposes.
10. I am responsible for following the policies and rules of the school procedures when using AISFM technology and networks and when publishing schoolwork
online. I understand that it is unsafe to post any personal information about others, and myself including, but not limited to, my address, phone number, or school. I will not post photos or videos of students with their first and last names on any online site without the permission of the parent/guardian of the student or the student himself or herself if he or she is 18 years of age or older.

**Technology Acceptable Use Policy For Students**

Technology extends the classroom beyond the school building by providing access to information resources on local, state, national, international and commercial electronic networks. Students shall have access to available school system technology resources for educational purposes, such as obtaining curriculum-related information, sharing resources, and promoting innovation in learning. AISFM's technology or networks shall not be used for personal gain or profit or any business or commercial activities.

Technology Acceptable Use Policy (TAUP) for Students, students shall use technology for educational purposes only.

**Penalties**

All student users shall be subject to the Student Technology Acceptable Use Policy and rule and school procedures when using AISFM technology and networks. Violations may result in loss of access to AISFM technology and networks, disciplinary action, and legal proceedings. Offenders will be subject to Disciplinary Action.

**Lockers**

- Each student will be assigned a locker to secure small personal items. Students are responsible for securing the contents of each locker
- No chemicals, weapons or illegal material can be stored in these lockers at any time under any circumstance
- AISFM does not keep spare keys for student lockers. In case students lose their locker key, there is a charge of Rs. 500 to replace that key. Once Operations receives the money, it will take 48 hours to replace the lock
- AISFM reserves the right to look inside student lockers. Operations will give the student 24hrs notice before opening the locker.

**Bicycles on Campus**

There are 11 bicycles (6 for the girls and ladies and 5 for the men and boys) that have been purchased, to be used by faculty, staff, and students and are placed at the mini-floor for a need-based use (commuting between Admin, Mini-floor & Sports Complex) for maximum of two (2) hours. They will be available on a first come, first-serve basis.

**Hostel Accommodation**

AISFM facilitates the stay out of station students with Anu Park Residency. These apartments are located close to the Durgam Cheruvu, approximately 6 km from AISFM.
The cost is Rs.12,500 per month, 3 months deposit + 1 month advance rent is required to move in, which includes:
- Twin-shared rooms
- Beds and cupboards
- Separate floor for girls
- Breakfast and dinner included (lunch on holidays)
- Wi-Fi, air-conditioned rooms
- TV, fridge, washing machine and microwave

**Meal Plans**
AISFM provides hygienic, tasty and wholesome lunch at our kitchen on campus. The following are the plans for with effect from 01 Feb 2016:
- Daily lunch - Rs.100/- per day, (coupons to be purchased before 10 am).
- Monthly lunch plan Rs.90/- per day (coupons to be purchased at the end of previous month).
- Quarterly lunch plan - Rs.80/- per day, (coupons to be purchased at the beginning of the quarter)
- Monthly and quarterly lunch plan coupons can be obtained from the Finance Department. Daily coupons will be available in the cafeteria.

**Bus Facility**
AISFM will provide a bus service for students. Routes and stops will be set up in areas where students reside. Students will be picked up from the regular bus stop and not from their doorstep.

Bus times will be set to correspond with the start and ending of the school day. This service will not be provided on school holidays.

The cost for the bus service is Rs.500 per month. Bus passes can be purchased at the front desk after the 26th of each month for the next month.

He / she will liable to disciplinary action if found misbehaving in the bus.

**Health Insurance**
All students are required to have medical insurance while enrolled at AISFM. AISFM has created a group health insurance plan to provide students with the lowest rates and the best coverage.

**Counseling Services**
For the benefit of students, counselors are available to help you with personal and interpersonal problems that may affect your performance in college. Short-term counseling is available to help students overcome barriers with cultural and college adjustments.

**Internships and Support for Job Search**
AISFM aims to help its students during and after their studies. We make the best effort to ensure that students obtain the required industry experience while
pursuing their course. Even after students graduate we do our best to help with their job search.

Internships

AISFM actively seeks for internship opportunities in the film and media industry for eligible students. All students get internship opportunities if they can complete certain course requirements, maintain discipline and good conduct.

Purpose of Internship

Since AISFM is located in an operational film studio, students have the unique opportunity to gain real-time industry experience throughout their study. We also have multiple guest lectures and workshops by leading industry experts. Additionally, we believe that our students will benefit if they can be part of another set-up in the industry. This helps them to get a glimpse of the challenges of the sector in the outside world and teaches them how to grow as a responsible professional and inculcate humility, better work ethics, professional discipline, sociability, and resilience.

An Ideal Intern is one who

- Appreciates the valuable internship opportunity that AISFM is creating for him/her. AISFM uses its hard-earned reputation and industry relationships to create these opportunities.
- Is humble & eager to learn lessons from every team member at the internship site, without being judgmental about the size and reputation of the company or the functioning of the company/project, and the existing work culture.
- Is highly reliable and punctual to work and delivers given responsibilities with dedication.
- Doesn't shy away from hard work and demands of the position accepted.
- Completes the internship successfully, and gets the completion certificate from the company.
- Has a long-term vision and big picture in mind, hence, leaves a positive impact on the company, and creates long-lasting relationships that will eventually pay off in the future.

AISFM Support for Job Search

Upon successful completion of the internship, AISFM actively recommends and facilitates job interviews for its students. If students prepare and perform well at the job interviews, prospective employers accept them with ease.

Important Note: If the student chooses not to, or fails to interview for a job opening that AISFM has arranged, AISFM is not obligated to continue job search for the student anymore.
Students are encouraged to demonstrate maturity and understanding that they are just beginning their career; therefore, they will do well if they accept any opportunity with grace – whether it be a well-known employer or a lesser-known one.

If the student fails to meet the above expectations and does not complete the provided internship opportunity, it will result in student’s failure in the internship related courses. The student also forfeits AISFM support for their job search in the future.
Fees Policy

Fee Installment Policies

Fee Installments for Degree Courses

There will be two fee installments each semester. For new students, these payments must be provided before joining classes. For continuing students, the payments must be given at the end of the previous semester, before receiving a semester exam hall ticket.

The first installment will be payable before the commencement of semester classes.
1. Students will not be permitted to join classes until this payment is made. Students will be marked absent for any classes that they miss.
2. In addition to tuition, the first installment of each semester can also include charges such as security deposits, meal plans, and health insurance.

The second installment will be payable in the sixth week of semester classes.
1. This payment must be provided as a post-dated cheque at the start of the semester.
2. The post-dated cheque can be replaced with an alternate cheque, cash or online transfer up until the end of the fifth week of class.

If any fee payment cheque bounces, the student will be suspended from classes until they clear their dues. The student will be marked absent for all missed classes. The student will also be liable for any bank charges related to the bounced cheque.

While suspended, if a student’s cumulative attendance falls below the 75% requirement for the semester, the student may need to withdraw from the semester and re-enroll for the classes at a future date.

Fee amounts, installment structures, and installment dates can change at any time.

Policy Exceptions for Students with Education Loans

Only students who have been approved by a bank to receive an education loan are exempted from the fee policy. For the duration of the loan period, the student may be exempted from providing post-dated cheques.

A copy of the loan approval letter and contact details of the bank branch manager must be given to the AISFM finance department. Exceptions will be granted on a case-by-case basis.
Security Deposits

Security Deposits – Degree Courses
Each student will be required to provide a security deposit of Rs.100,000/- (Rupees one lakh). This is paid in two installments:
1. Rs.50,000 at the start of the 1st semester.
2. Rs.50,000 at the beginning of the 2nd semester.

The security deposit must be maintained at 100% of the amount initially paid. After any deduction, the student will be invoiced for the amount of the deduction.
1. If the deduction is less than 50% of the total security deposit, the amount is payable at the conclusion of the semester
2. If the deduction is 50% or more of the total security deposit, the amount must be paid within 30 days, after which the policies for unpaid fee installments will apply.

Security Deposit Deductions – All Courses
The security deposits are refundable, subject to any deductions. Deductions can include unpaid fees and fines; unpaid purchases from AISFM or AISFM vendors; and the costs of repairing or replacing damaged or lost equipment or damaged school property.

Security Deposits Refunds – Degree Courses
Security Deposits Refunds – Degree Courses
• All refunds will be via cheque, which will be couriered to the address on record.
• If a student completes his/her course, the deposit will be reimbursed within three months of completion of the No Dues Process.
• If a student’s admission is canceled during a semester or at the conclusion of a semester, the security deposit will be refunded within two months of the commencement of the next semester.

Important Dates for Fee Payments and Refunds

Important Dates – Degree Courses

Week 1 of Semester
In any semester, a student can cancel his/her admission up until the end of the first week of classes and will receive a 75% refund of any fees paid for that semester. Post-dated cheques and security deposit (minus deductions, if any) will be returned to the student as per the standard No Dues process. Payments for insurance, meal plan, or IT and academic purchases cannot be refunded.

Week 2 to Week 5 of Semester
1. Once the second week of classes commences, the first fee installment is non-refundable.
2. At any time during semester weeks 2-5 a student may withdraw from the semester and transfer their enrollment to a future semester, pending approval from the
Dean of Academics. The semester fees already paid will be transferred to the future semester, and any post-dated cheques will be returned to the student. All original certificates/documents will remain with the Academics Team. The fees that are transferred to a future semester cannot be refunded in the future.

3. At any time during semester weeks 2-5 a student may cancel his/her admission. The security deposit (minus deductions, if any) and original certificates will be returned as per the standard No Dues process.

4. At the end of the fifth week of class, students will be formally notified that they are now enrolled in the university and cannot withdraw from any subject without a recorded fail grade.

Week 6 of Semester
1. On the first day of week 6 of classes, students become liable for the entire semester fees.
2. Students canceling their admission after this date will not receive a no-dues certificate unless all fee payments for the semester are paid.
3. Students withdrawing from the semester after this date will receive an academic transcript that records them as having failed all subjects, and they will need to re-enroll in all subjects. Fees already paid cannot be transferred to a future semester.
4. At the end of the sixth week of classes, the second installment is payable. Once paid, this installment is non-refundable.

Semester Calendar

List of Holidays
- Dusshera Break: 7th to 16th October 2016; School reopens on 17th October 2016
- Diwali Break: 29th to 30th November 2016; School resumes on 31st November 2016

List of Important Assessment Days
- 6th-week assessment – 16TH 18th August 2016
- 12th-week assessments – 12th - 14th September 2016
- Final Assessment – 7th – 9th November 2016
- Semester Examinations: 28th November to 15th December 2016
- Tentative date for Hall ticket issue – 21st Nov ’2016
- Tentative date for Preparatory Holidays – 21st to 27th Nov’2016
- The tentative date for Final Exams – 28th Nov to 15th Dec ’2016.
# Important Contact Information

## Academics
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Chief Academic administrator  
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## IT:
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## Fees and Finance:
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## Security & OPS
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## Human Resources:
Ms. Seeta Kuchi  
General Manager  
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<th>Marketing:</th>
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<td>Mobile: +91-8008008015</td>
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<tr>
<td>Ms. Pritwinder Kaur</td>
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