

**Integrated MBA- 5 years program**  
**(School of Management Studies)**  
**Code of Conduct**

**Objective:** The student's disciplinary code of conduct is prepared to act as a guide for students to follow when on college campus. Code of conduct enhances the performance, quality and values of students and enhances the smooth functioning of the Institute.

**Each student is expected to follow the following disciplinary guidelines**

- A. Campus Discipline
- B. Identity Card
- C. Attendance Policy
- D. Task/ Assignments/Projects
- E. Dress code
- F. Mobile Phone Policy
- G. Social Media Policy
- H. Anti-Sexual harassment Policy
- I. Anti-Ragging Policy

**A. Campus Discipline**

1. Each student is expected to maintain the highest standard of discipline and dignified manner of behavior on campus.
2. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the wastebaskets kept.
3. All students are expected to wear their identity cards, well displayed. Identity card is a public document and should be immediately produced when asked by any teaching or non-teaching staff. Denial of the same will invite disciplinary action.
4. All the sessions, workshops and college activities will be scheduled between 9.00 am to 4.30 pm, six days a week (Monday to Saturday).
5. All students are expected to be in their classes before the class begins, failing which the student will not be allowed to enter the class till the class period is over and shall lose attendance for the corresponding session.
6. No student will be allowed to leave the classes in-between session without the permission of the concerned faculty.
7. **Students shall be dismissed if found guilty of ragging as per the Supreme Court ruling.**
8. **Students found eve teasing; either boys or girls will not be tolerated.**
9. We believe in academics and hence all non-academic activities are not entertained.

10. Students are expected not to involve in any kind of verbal or non-verbal or in action abuse with any faculties and college staff or fellow students in any manner. If found guilty shall be dismissed without discussion.
11. Consumption of intoxicants in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
12. Any unhealthy relationship between students that might affect their academic performance, breach their personal space or affect the reputation of the institution will be strictly dealt with.
13. Student shall refrain from activities such as scribbling or writing on walls, door or furniture or printing footsteps on walls, which could deface the college and destroy the academic ambiance.
14. **Monday, Wednesday and Friday are formal day.** All students shall be dressed in proper formals as given in the dress code. If not formally dressed the student will not be allowed to sit for the sessions.
15. Using mobile phones in sessions is strictly prohibited. Mobile phones of the students who are found using it will be confiscated for 24 hrs.
16. All students are instructed to communicate only in English language among themselves and with the faculty members.
17. Students shall keep themselves informed of the instructions issued to them from time to time; orally or written through class notices, circulars, emails and through social media for college events.
18. Participation in inter-college or other than college programs, within the city or outside, is subject to permission of the Director I/C.
19. Access to academic buildings will not be given beyond the above timing and on holidays without written permission of the director in-charge.

**B. Identity Card:**

1. All students are expected to wear their identity cards when on campus and during industrial visits, presentation, events & whenever they go out anywhere as a college's representative.
2. If any student forgets to wear an identity card, he /she will not be allowed to sit in the class. The student can be allowed to sit in the class, if a fine of Rs. 100/- is paid by the respective student.
3. In case of lost identity card, a request for the issuance of the fresh identity card has to be made and a fine of 100/- to be paid.

**C. Attendance Policy**

1. Strict Attendance policies are followed at the college
2. Student is expected to maintain a minimum of 75% attendance to qualify for appearing for examinations, attending industrial visits and college events.
3. All leave applications (**only medical**) should be emailed to the class mentor.

**Medical leave is sanctioned by the college committee only in case of hospitalization with all the support documents such as the prescription, test reports, discharge summary of hospital and the**

**doctor's certificate duly signed and stamped by doctor in charge. The original documents have to be shown to the class mentor before emailing the scanned copies to the mentor for record keeping.**

#### **D. Tasks/Assignments/Projects**

1. The respective subject faculty will suggest books. The students are expected to make their own notes after referring different books as suggested to prepare for their examination.
2. Supportive material will be provided as and when found necessary by the subject faculty.
3. Task for all subjects will be given on a regular basis to keep the students connected with the subject being taught. It gives them an opportunity to revise whatever has been done in class and at the same time get an exposure of its practical implications. The task would be approximately of 1 to 2 hours.

#### **E. Dress Code:**

1. **Students are expected to come to the college in regular formals on Monday, Wednesday and Friday.**

##### **Apparel for Men:**

- Formal shirt (solid pastel colours, stripes or small self-checks) and trouser with a belt. Proper formal leather shoes with ankle length socks are compulsory.
- The boys should be well trimmed and clean shaved.
- On the other days students can wear jeans, t-shirts, trousers, shirts. Footwear can be sports shoes, sneakers, sandals.

##### **Apparel for Women:**

- Formal salwar kameez, western formals such as, trouser and a decent blouse. It should be pastel colors with no frills.
  - Hair should be neatly tied.
  - On the other days students can wear jeans, t-shirts, trousers, shirts, kurti-legging/salwar. Footwear can be sports shoes, sneakers, sandals,
2. Formal dressing is a must for college events, guest sessions and industrial visits or wherever, he/she is representing the college.
  3. On regular days, the students should be decently dressed and can wear semi-formals. No torn or ripped jeans, no off-shoulder dresses, short tops/crop tops, sleeve less tops/t-shirts, no indecent write-ups on the T-shirts shall be allowed.
  4. Dressing on formal and non-formal days will not entertain casual or evening wear clothing like caps, tracks, kurta pajamas.
  5. During college parties, girls should be dressed in knee length dresses. Off shoulder dresses, short dresses will not be entertained.

#### **F. Mobile Phone Policy**

- Students are strictly prohibited from using mobile phones during sessions.
- The mobile phones shall be kept in their bags on a silent mode during the college hours. If found guilty, he/she is eligible for punishment of submission of phone for 24 hrs. to the admin department.
- All the staff members are empowered to rusticate and confiscate mobile phones found with students violating the above rules.

**G. Social Media Policy:**

- Students are not allowed to access Social Networking Sites such as Facebook, Twitter, You Tube etc. within the campus.
- College official social media handles should not be tagged for personal reasons. Disciplinary actions will be taken if violated.

**H. Anti- Sexual Harassment Policy**

1. An Internal Compliant Committee has been formed for protection against sexual harassment.
2. Procedures for handling complaints shall be as prescribed by UGC in the official gazette.
3. Any misleading or false complaint registered by the aggrieved women with the idea to tarnish the image of the accused, is an offense and strict actions will be taken.

**I. Anti-Ragging Policy**

1. The student will not indulge or participate in any behavior or act of ragging by either spoken or written words or by an act which has the effect of teasing, treating with rudeness, or indulging in rowdy or in-disciplined activities causing annoyance, hardship, or psychological harm, sense of shame or embarrassment.
2. If found guilty of ragging, the student is liable for punishment and can be expelled or debarred from admission.

In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of Integrated MBA - 5 Year program, all the staff members are empowered to initiate disciplinary procedure.