

CODE OF CONDUCT FOR STUDENTS

PREAMBLE

Navsahyadri Charitable Trust's Institute of Business Management and Research believes and is committed to maintain a culture of good conduct through excellence, intellectual openness, equity, professional ethics, openness, inclusiveness, justice, integrity, fairness, human values, environment etc. that makes the students a proud and responsible citizen of India. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct as specified by the Institute.

Code of Conduct and responsibilities of the student:

1. He / She is expected to read, understand and comply with the Institute's policies, Rules and Regulations.
2. He / She shall abide by the Institute's policy to value and support the community that is diverse in gender, caste, creed, religion, region, educational background, talent, skill, and experience.
3. HE/ She shall sign an anti-ragging undertaking at the time of admission to the Institute.
3. He / She strictly abide to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code.
4. He/ She shall be regular and punctual to the classes and maintain at least 75% of attendance. Random arrivals and exits are disrespectful and distracting.
5. He/ She shall follow the instructions of the teachers and other staff members carefully in the classrooms and campus.
6. He/ She shall maintain perfect order and strict silence inside the lecture hall/Computer Lab/Library / corridors.
7. He/ She shall meet all deadlines of assignments, Summer Internship Projects, other academic projects if any and other records.
8. He/ She shall abide by the rules and regulations of Computer Lab and Library without causing damage.
9. He/ She shall inculcate the habit of looking at the notice boards of the Institute every day for important announcements made by the Institute and shall not make any excuse or demand concession on the basis of ignorance. Same shall be applicable for the online notices shared on social media group (WhatsApp) and website of the Institute.
10. He/ She shall attend all counselling sessions convened to them and feel free to explain their academic / personal / career difficulties and seek solutions.
11. He/ She shall maintain discipline and any violence on the campus, destruction of the Institute's property, manhandling of a person in the campus, and misbehaviour on the basis of gender or any kind of bias will be viewed seriously. Erring persons may be liable for disciplinary action such as suspension or rustication for specific period etc.

15. He/ She shall not cause any type of damage to the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also note that damaging the notices and posters displayed in the Institute is forbidden.

16. he/ She shall maintain academic integrity while pursuing academic studies. He/ She shall not falsify or alter records of academic performance leading to academic misconduct. He/ She will not involve himself/ Herself into any kind of malpractices and unfair means in the examinations inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.

17. Participation in various events, seminars, workshops organized by the Institution contributes towards their success. Still participation in the events organised outside of campus or intercollegiate events needs Director's permission. When attending events outside the campus and representing the Institute, the code of conduct will still be in effect.

18. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.

19 All events/activities are organised under the guidance of Director, no student will associate themselves with any activity that is not authorised by the Director.

20. He/ She shall communicate opinions to others in a fair and constructive manner. And shall voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.

21. He/ She shall obtain, on admission the identity card of won with a recent photograph duly attested. He/ She shall wear the institute's identity cards at all times and shall be shown to the authorities whenever demanded.

22. He/ She shall wear Institute-Uniform on all working days except Wednesday, which symbolizes unity and uniformity along with the belongingness towards the Institute. On Wednesday or whenever not in uniform, he/ she shall be dressed in respectable attire. He/ She shall keep personal hygiene, tidiness, be well groomed.

23. He/ She shall Use Institute's resources (Computing devices, facilities, equipment, supplies, vehicles etc.) lawfully.

24. Avoid use of mobile phones in classrooms and common areas.

25. He /She shall not to form any formal and informal groups on the basis of caste, community and religion etc.

26. Please note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance very month/in the academic year.

27. Students are prohibited from speaking on behalf of, or for, Institute with any media organization or publication without written permission of the Office of Institute.

28. Violation of University rules is strictly prohibited.

29. Promote sustainability and reduce the impact on environment in all our actions.

30. He/ She shall make the institution a safe place to work and learn by adhering to good health and safety practices and complying with all health and safety laws and regulations. All students of the Institute should abide by this policy. The institute will not tolerate unethical conduct and violations are subject to disciplinary actions.

31. The aggrieved student would submit in writing his/her grievance to the Office of the Institute or Director.

32. The Institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the Campus.

33. Smoking and consumption of alcohol in the Institute's premises is strictly prohibited and entering into the Institute's premises after consumption of alcohol is also prohibited.

34. Bike race/ car race/ elephant procession or similar activities are not permitted inside the campus.

35. No vehicle will be permitted to use inside the campus during celebration of any kind of event.

36. A Limited parking space is provided for the staff and students which can be utilised on first come first basis. The Institute management is not responsible for any kind of damage or theft or loss of vehicles in the premises. Students are allowed to bring their vehicles only up to a designated parking area, beyond that point entry is strictly prohibited.

37. Matters not covered by existing code-of-conduct will rest at the absolute discretion of the Director.

38. The Director is the ultimate disciplinary authority in the Institute.

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.