

Discipline Guidelines for MBA Students

1. Class Schedule and Breaks:

- Classes will be conducted without breaks between sessions to maintain a continuous learning environment. Any disruptions during class time will not be tolerated.

2. Punctuality:

- Students are expected to be in the classroom by 9:30 AM. A grace period of 10 minutes may be granted at the discretion of the faculty for students with legitimate reasons. Late entries beyond this period will not be allowed.
- Be punctual and regular at all lectures and academic events.

3. Dress Code:

- College uniform is mandatory along with I.D card.
- Only formal black shoes are allowed for both boys and girls
- Sports shoes, slippers, Crocs, t-shirts, and jeans are strictly prohibited.

4. Attendance and Absenteeism:

- Maintain a minimum of 75% attendance in all subjects.
- And minimum 80% of attendance in PDP. Otherwise, students are not allowed to sit in placement drives.
- Students who miss the classes without prior notification will have their parents informed via phone, and disciplinary action will be taken.
- Weekly attendance sends to parents on parent's whatsapp group.

5. Mobile Phone Usage:

- Mobile phones are not permitted during lectures. Phones must be kept on silent mode and stored in bags, not in hand or on desks. Any student found using their phone during class will have it confiscated for the day.

6. Non-Attendance Protocol:

- Students who are unable to attend classes must submit an application along with a self-declaration form explaining their absence.

7. Class Exit Policy:

- Students wishing to leave the classroom during a lecture must provide a valid reason and obtain permission from the respective authority.

8. Sessional Examinations and Pre-University Test Guidelines:

- All students must attend sessional examinations and Pre-University Tests as scheduled.
- Any student unable to attend these examinations due to valid reasons must inform the concerned faculty in advance and provide appropriate documentation.
- Cheating or any form of malpractice during these exams will result in severe disciplinary action, including disqualification from the examination.
- No bags or mobile phones are allowed inside the examination room. Students must leave their belongings outside or in designated areas before entering.

9. Cleanliness and Maintenance:

- Students must maintain cleanliness in the classroom and campus premises. Littering or damaging property will result in disciplinary action.

10. Respect and Conduct:

- Students must maintain cleanliness in the classroom and campus premises. Littering or damaging property will result in disciplinary action.
- Any form of disrespectful behaviour towards faculty, including disruptive talking, bullying, or harassment, will lead to disciplinary action.

11. Participation and Engagement:

- Submit assignments and project work within the stipulated time frame.
- Active participation in class discussions and group activities is encouraged. Students should come prepared for classes and contribute meaningfully.
- Students are expected to engage in college events, seminars, and workshops as part of their holistic development.