

# THE INSTITUTIONS COMMON CODE OF CONDUCT FOR STUDENTS

A POLICY DOCUMENT



EVOLVE  
BEYOND  
TOMORROW<sup>^</sup>

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>1. PREAMBLE</b>   | <b>4</b>  |
| 1.1. OBJECTIVE:  | 4         |
| 1.2. APPLICABILITY:  | 4         |
| 1.3. ON-PREMISES AND OFF-PREMISES CONDUCT:   | 4         |
| 1.4. PROCESS OWNER: DIRECTOR/PRINCIPAL/DEAN  | 4         |
| <b>2. CAMPUS TIMINGS FOR STUDENTS:</b>   | <b>4</b>  |
| 2.1. PURPOSE:  | 4         |
| 2.2. WORKING DAYS:   | 4         |
| 2.3. TIMINGS:  | 4         |
| 2.4. LUNCH HOUR FOR STUDENTS:  | 5         |
| <b>3. LIBRARY:</b>   | <b>5</b>  |
| 3.1. LIBRARY WORKING DAYS: THE LIBRARY IS OPEN EVERY SEVEN DAYS OF THE WEEK.   | 5         |
| 3.2. LIBRARY TIMING: THE LIBRARY IS OPEN FROM 8:00 AM TO 8:00 PM EVERY DAY OF THE WEEK, EXCEPT ON INSTITUTIONS HOLIDAYS. | 5         |
| <b>4. INFORMATION TECHNOLOGY RESOURCES:</b>  | <b>5</b>  |
| <b>5. ACCEPTABLE RULES AND POLICIES FOR STUDENTS:</b>  | <b>6</b>  |
| <b>6. LAB AND WORKSHOP RULES AND REGULATIONS:</b>  | <b>6</b>  |
| <b>7. MEDIA CONDUCT:</b>   | <b>6</b>  |
| <b>8. RESPONSIBLE USE OF SOCIAL MEDIA:</b>   | <b>7</b>  |
| <b>9. ACADEMIC MISDEMEANOR:</b>  | <b>7</b>  |
| 9.1. PLAGIARISM:   | 7         |
| 9.2. ACADEMIC MISCONDUCT:  | 7         |
| 9.3. PROXY SIGNATURE:  | 7         |
| 9.4. ATTENDANCE REQUIREMENT:   | 7         |
| 9.5. PAYMENT OF FEES:  | 7         |
| <b>10. DRESS CODE:</b>   | <b>8</b>  |
| 10.1. DRESS CODE FOR STUDENTS – MEN (FOR JAGSOM, LAW COLLEGE AND IFIM COLLEGE)   | 8         |
| 10.2. DRESS CODE FOR STUDENTS – WOMEN (FOR JAGSOM, LAW COLLEGE AND IFIM COLLEGE)   | 9         |
| 10.3. DRESS CODE FOR TRANS GENDERS   | 10        |
| <b>11. COVID PROTOCOL:</b>   | <b>10</b> |
| 11.1. MONITORING OF STUDENTS:  | 10        |
| 11.2. REPORT TO EC:  | 11        |
| <b>12. CODE OF CONDUCT IN HOSTEL (APPLICABLE FOR HOSTELITES ONLY):</b>   | <b>11</b> |
| 12.1. MESS AND DINING FACILITY FOR HOSTELITES:   | 12        |
| 12.2. DRESS CODE AND OTHER NORMS IN THE HOSTEL:  | 12        |
| 12.3. DINING ROOM CONDUCT FOR HOSTELITES:  | 12        |
| <b>13. STUDENT DISCIPLINE:</b>   | <b>13</b> |
| 13.1. USE OF ENGLISH AS A COMMON LANGUAGE ON CAMPUS:   | 13        |
| 13.2. NO DISCRIMINATION POLICY:  | 13        |
| 13.3. NO FORMATION OF UNIONS:  | 13        |

|            |   |           |
|------------|---|-----------|
| 13.4.      | SAVE POWER AND CLEAN SURROUNDING POLICY: -----  | 13        |
| 13.5.      | CHEWING GUMS ARE PROHIBITED ON CAMPUS:-----   | 13        |
| 13.6.      | USAGE OF LIFT (ELEVATOR): -----   | 13        |
| 13.7.      | SHARING OF CLASSROOMS/ LIBRARY/ LABS/ INFRASTRUCTURE:-----  | 13        |
| 13.8.      | COMMON NORMS FOR BOOKING OF CONFERENCE/ BOARDROOM / AUDITORIUM:-----                                | 13        |
| <b>14.</b> | <b>STRICTLY PROHIBITED ACTIVITIES: THE INSTITUTE HAS ZERO TOLERANCE TOWARDS THE FOLLOWING ACTS-</b> | <b>14</b> |
| 14.1.      | RAGGING: -----  | 14        |
| 14.2.      | ALCOHOL/ DRUGS/ SMOKING/ SEXUAL HARASSMENT/ DISCRIMINATION:-----                                    | 14        |
| 14.3.      | POLITICAL OR COMMUNAL ACTIVITY: -----   | 14        |
| 14.4.      | FIREARMS AND OTHER DANGEROUS MATERIALS: -----   | 14        |
| 14.5.      | PETS: -----   | 14        |
| <b>15.</b> | <b>PUNISHMENT AND PENALTIES:-----</b>   | <b>15</b> |
| <b>16.</b> | <b>GRIEVANCE REDRESSAL MECHANISM: -----</b>   | <b>15</b> |
| 16.1.      | PROCEDURE: -----  | 15        |
| <b>17.</b> | <b>CLASSIFICATION OF OFFENCES AND PUNISHMENTS-----</b>  | <b>15</b> |
| 17.1.      | ACADEMIC OFFENCES: -----  | 16        |
| 17.2.      | NON-ACADEMIC OFFENCES:-----   | 16        |
| 17.3.      | NON-ACADEMIC PUNISHABLE OFFENCES-----   | 19        |
| <b>18.</b> | <b>ANNEXURE-1 UNDERTAKING BY THE STUDENT AND PARENTS/ LOCAL GUARDIANS:-----</b>                     | <b>25</b> |
| <b>19.</b> | <b>ANNEXURE-2: UNDERTAKING BY THE CANDIDATE / STUDENT (ANTI-RAGGING) -----</b>                      | <b>26</b> |
| <b>20.</b> | <b>ANNEXURE-3 LIST OF IMPORTANT E-MAIL IDS AND CONTACT NUMBERS -----</b>                            | <b>27</b> |

## 1. PREAMBLE

The spirit of this document is to bring uniformity and seamless operational conduct between the institutions and to ensure that the students of all the institutions under Centre for Developmental Education (CDE) adhere to the common code of conduct. The institutions under CDE are Jagdish Sheth School of Management (JAGSoM), IFIM College and IFIM Law School collectively referred to as "Institutions". This document describes in detail the expected code of conduct by students and establishes the monitoring mechanism at different levels to check compliance with the code of conduct. The students are requested to be well conversant with this code of conduct.

### 1.1. OBJECTIVE:

The objective of the document is to bring a high standard of academic and professional integrity among all the students who are enrolled with the Institutions through the uniform Code of Conduct. It is presumed that all the students would conduct themselves in an appropriate and responsive manner, whether on campus, in the hostel, or representing the institute outside the campus.

### 1.2. APPLICABILITY:

The student's code of conduct applies to all the students who are enrolled in the institute. It is expected that the conduct will be followed throughout their tenure of study.

### 1.3. ON-PREMISES AND OFF-PREMISES CONDUCT:

The code of conduct applies to all enrolled students' on-campus and off-campus conduct. The off-campus conduct includes-

- a. Industry internships, field visits, semester exchange, or any such activity
- b. Representing the Institute in any sports/ co-curricular/ extra-curricular activity or any other competitive programs organized by other institutes/ universities/ Govt. departments/ research areas.

### 1.4. PROCESS OWNER: DIRECTOR/PRINCIPAL/DEAN

## 2. CAMPUS TIMINGS FOR STUDENTS

### 2.1. PURPOSE:

To communicate the work hours in order to inculcate a sense of discipline and punctuality among all. It applies to all the Students of all Institutions.

### 2.2. WORKING DAYS:

- a. **FOR JAGSoM:** - All days for the regular batches other than weekend batches.
- b. **FOR IFIM COLLEGE AND LAW COLLEGE:** - All six days of the week, with the possibility of extension depending on requirements.

### 2.3. TIMINGS:

For all the timing students of Institutions, the standard campus time is 8.00 AM to 8.00 PM.

However, the number of working days and timings for students is timetable-bound. Latecomers would not be allowed to enter the class but will be allowed to enter the campus.

#### 2.4. LUNCH HOUR FOR STUDENTS:

The regular lunch hour for the students of Institutions is between 12:30 PM and 2:30 PM; the specific time slot for each institute is decided by the Principal/Director. Directors/Principals of the group of institutions can mutually decide the lunch hours for their students in a way that prevents the cafeteria from becoming crowded at any time. The time likely timings and the expected number of students for each time slot should be communicated to the caterers well in advance to avoid any confusion. Institutions with a more significant number of students can plan the lunch hour in two slots.

### 3. LIBRARY

To encourage the intensive use of the library, library timing should be more than the normal working hours of the campus. Therefore, to facilitate this, the library staff will work in **two shifts**.

Library users must present their ID cards when requested while borrowing or returning books.

- a. Students should maintain silence while in the library. The use of cell phones is prohibited in the library.
- b. Marking, underlining, or writing in books is strictly prohibited. If a book is lost, defaced, or damaged, the student will be required to pay the cost of the book as a penalty.
- c. Any kind of food is not permitted in the library. If students are found eating, they will be required to pay a fine.
- d. The librarian reserves the right to refuse entry to any student violating the rules and regulations of the library.
- e. Students should be appropriately dressed while in the library.
- f. Students must return all borrowed books and clear any outstanding fines before leaving the institute upon completion of their program.

**3.1. LIBRARY WORKING DAYS:** THE LIBRARY IS OPEN EVERY SEVEN DAYS OF THE WEEK.

**3.2. LIBRARY TIMING:** THE LIBRARY IS OPEN FROM 8:00 AM TO 8:00 PM EVERY DAY OF THE WEEK, EXCEPT ON INSTITUTIONS HOLIDAYS.

### 4. INFORMATION TECHNOLOGY RESOURCES

- a. It applies to all the IT resources, including systems, networks, software, and facilities administered by the IT department.
- b. Once the registration process is complete, all the students are provided with a 'Keep Learning' ID to facilitate easy access to all the requirements like checking the attendance, schedules, marks and grades, fees, teaching notes, course feedback, hostel information etc.
- c. Parents are also provided with the parent's login ID, which allows them to check the attendance, marks and grades, and fee status of their wards.
- d. For easy access, the Keep Learning mobile app facility is also available.

## 5. ACCEPTABLE RULES AND POLICIES FOR STUDENTS

- a. We follow BYOD 'bring your own device policy'. The students can plug their laptop/ tablet/ cell phone into the Institutions 's network. The network is under constant surveillance.
- b. Students must follow copyright laws, software licensing agreements and contracts pertaining to the institution's computing, information and communications resources.
- c. All users are restrained from posting or writing anonymous or defamatory content in any online media against the institution, faculty, staff or students.
- d. Alleged or suspected violations of the IT rules should be immediately brought to the notice of the IT department. Any such violation of privacy or defamation would be taken seriously by the disciplinary committee and handled appropriately<sup>2</sup>. It may lead to dismissal or suspension from the program, and further, it may also lead to legal action under the provision of the IT Act. Individuals may also be responsible for financial loss to the institution, which may result from the inappropriate use of information technology resources.

## 6. LAB AND WORKSHOP RULES AND REGULATIONS

- a. Only students, lab faculty, and staff of the university are allowed inside the lab.
- b. Students are allowed in the lab/workshop only during their scheduled times.
- c. Students should not carry any pen drive, CDs or other storage devices without prior permission from respective authorities.
- d. Students should be dressed appropriately, and silence should be maintained during the lab/ workshop hours.
- e. Students should not indulge in hacking or retrieving sensitive data.
- f. The internet facility is purely for academic learning. Students should not use this facility to send unproductive, provocative, illegal mail or indulge in undesirable chats.
- g. Beverages and eatables are strictly prohibited inside the lab. It may also lead to a monetary penalty if found or reported.
- h. The use of mobile phones in the lab/workshop is strictly prohibited.
- i. Students should use the lab/workshop solely for academic learning and related activities. The campus network will be monitored for security purposes.
- j. Any reported damage in the lab/workshop will result in a monetary penalty

## 7. MEDIA CONDUCT

- a. Students are strongly restrained from interacting or speaking on behalf of or for the institution with any media organization or publication without prior written permission from the authorities.
- b. The recording, exhibiting, broadcasting, or displaying of any material that causes injury, distress, or damage to the reputation and integrity of the institution and its student community will be treated as a criminal offence punishable under the law.
- c. All provisions of the Indian Penal Code (IPC) applicable to the IT sector will be binding on the students.

## 8. RESPONSIBLE USE OF SOCIAL MEDIA

The use of social media brings with it a greater need for personal responsibility. Institutions encourage the good and responsible use of social media to protect the interest of the institute and all its stakeholders, including the faculty, staff, students and alumni.

- a. Students must exercise judiciousness in posting content.
- b. Students must not violate the institution's privacy, confidentiality, or proprietary guidelines, whether academic or administrative.
- c. Any offensive comments related to the institute that may damage its image should neither be posted nor shared. All content must be validated and approved before being posted on social media.
- d. When disagreeing with another's opinion, responses should be appropriate, polite, and respectful.
- e. Students are responsible for monitoring their social media handles and assisting friends and peers in safeguarding against unwanted or offensive comments.
- f. All students must strictly abide by these rules and regulations regarding the responsible use of social media. Any noncompliance will result in appropriate reprimands and disciplinary action.

## 9. ACADEMIC MISDEMEANOR

### 9.1. PLAGIARISM:

If a student submits work (research, essays, assignments) that is a copy of someone else's ideas or words or uses another's work without proper citation, it will be treated as a violation of copyright law and considered a severe offence.<sup>3</sup>

In such cases-

- a. Marks are forfeited for that assignment or paper
- b. The student will fail that course/ subject

### 9.2. ACADEMIC MISCONDUCT:

Students involved in activities like cheating, copying, assisting others or receiving any form of assistance during the examinations will be treated as malpractice and a violation of academic integrity. Any such case will be reported to the Controller of Examinations, and the committee will decide on the action taken against such an act.<sup>2</sup>

### 9.3. PROXY SIGNATURE:

Signing in through a proxy in the classroom or elsewhere will be considered fraud, and students will be subject to punishment.

### 9.4. ATTENDANCE REQUIREMENT:

Every student is supposed to have the minimum requirement of attendance as prescribed in the academic instructions, failing to which they will not be eligible to take their Sem. End examinations and hall tickets will not be issued to such candidates.

### 9.5. PAYMENT OF FEES:

All fees should be paid on or before the specified date. Payment delays will be subject to late payment fee/fines/ penalties and/or restricting them from appearing in the exams.

The fees for the entire course program will be paid by the student even if he wants to discontinue for any reason whatsoever at any time during the course or program.

## 10. DRESS CODE

Institutions stand for professionalism and always expect all students to behave professionally, whether within or outside the institution or on social media/ online. In line with the professionalism policy, the institution expects all students of Institutions to maintain appropriate and presentable professional appearance on all working days. The following dress code is applicable to all students of the Institutions. While this should serve as a guideline, please keep professionalism in mind while deciding whether the attire is appropriate.

**Note:** The defined dress code of the respective institution is subject to change based on the definition in the respective handbook.

ID cards must be worn daily and should always be clearly visible on campus without exception for all students.

### 10.1. DRESS CODE FOR STUDENTS – MEN (FOR JAGSOM, LAW COLLEGE AND IFIM COLLEGE)

On Official Events/Presentations: For official events, whether on campus or outside where the individual is representing the Institutions -

- Formal trousers (no jeans) and a full-sleeved formal shirt (loud stripes/prints are not considered formal) with closed formal leather shoes and a tie are compulsory.
- Blazer/ jacket as appropriate

#### JAGSoM AND IFIM COLLEGE - Monday to Sunday

Formals/Smart Casuals, which would be

- Formal Shirts and Trousers / Closed Shoes (leather)
- Regular jeans (ripped jeans are strictly prohibited)/ T-shirts are allowed so long as they do not carry an offensive or insensitive message
- Closed Sports shoes (flip-flops/chappals are not allowed)

#### FOR LAW COLLEGE – Monday, Tuesday, Wednesday, Thursday and Saturday

- White formal shirt, Black formal trousers, Black tie, Black blazer and black leather shoes

#### FOR LAW COLLEGE –Friday and Sunday

Formals/Smart Casuals, which would be

- Formal Shirts and Trousers / Closed Shoes (leather)
- Regular jeans (ripped jeans are strictly prohibited)/ T-shirts are allowed so long as they do not carry an offensive or insensitive message
- Closed Sports shoes (flip-flops/chappals are not allowed)

#### FOR LIFE SKILL CLASSES (for all Men Students)

- White Collared Formal Shirt or other formal shirts in plain light colours (not printed) such as blue, pink, or yellow
- Black or Dark-Colored Formal Trousers (No Jeans)
- Ties



- Formal Black Leather Shoes
- Blazer/Coat (navy blue or black, single-breasted)

**FOR WELLNESS SESSIONS: - Men (for all Students)**

- White Collared T-Shirt
- Black or Navy Blue Track Pants
- Sports/Jogging Shoes (white)
- Sports Shorts (dark colour)

**GROOMING: - Men (for all Students)**

- Clean-shaven or well-trimmed beards and moustaches are permitted.

**NOT ALLOWED: -**

- **Dress:** -Prominent/ big/ offensive prints on 'T' Shirts, Sleeveless 'T' Shirts, See-through clothing, Ripped (Torn) Jeans, Shorts.
- **Footwear:** - Sandals and bathroom slippers/ chappals are strictly prohibited on the campus.

**10.2. DRESS CODE FOR STUDENTS – WOMEN (FOR JAGSoM, LAW COLLEGE AND IFIM COLLEGE)**

On Official Event/Presentations: For official events, whether on campus or outside where the individual is representing the Institutions -

**Dress:**

- Indian wear such as Saree, Salwar Kameez, Short Kurta and Trousers (No Jeans)
- Western formals such as Formal Shirts and Trousers, Formal Shirts and Skirts below Knee Length, Blazers and scarves.

**JAGSoM AND IFIM COLLEGE - Monday to Sunday**

- In addition to the formal attire described above, the following dress is permitted:
- Short Kurta and Jeans
- T-shirts and Jeans (not torn)
- Casual Shirts and Jeans (not torn)
- Skirts (below knee length)

**Footwear:**

- Sandals with Indian wear
- Shoes or bellies with Western wear

**FOR LAW COLLEGE – Monday, Tuesday, Wednesday, Thursday and Saturday**

- Salwar Kameez (white and black), Black blazers, Western formals, Western formals such as white Formal Shirts and Black Trousers, white Formal Shirts and white Skirts below Knee Length, Black blazers and scarves.

**FOR LAW COLLEGE – Friday and Sunday**

In addition to the formal attire described above, the following dress is permitted:

- Short Kurta and Jeans
- T-shirts and Jeans (not torn)
- Casual Shirts and Jeans (not torn)

- Skirts (below knee length)

**Footwear:**

- Sandals with Indian wear
- Shoes or bellies with Western wear

**FOR LIFE SKILL CLASSES (for all the women Students)**

- White Collared Formal Shirt or Other Formal Shirts – Plain Light colours – Not printed (Blue, Pink, Yellow), Black/Dark Coloured Formal Trouser (No Jeans), Scarf (For Girls), Black Belles (Girls), Blazer/Coat (Navy Blue/Black Colour) – Single Breasted.

**FOR WELLNESS SESSIONS – Women (for all Students)**

- White Colour Collared T-Shirt, Black/Navy Blue Colour Track Pants, Sports/Jogging Shoes (White).

**GROOMING: - (for all women Students)**

- Women can have loose/untied hair, but ensure it is brushed and neat

**NOT PERMITTED:**

- Short skirts/dresses (above the knee), Prominent and big or offensive prints on 'T' Shirts, Sleeveless 'T' Shirts, sleeveless tops, low cuts, see-through clothing, Spaghetti tops, and Bathroom Chappals are strictly prohibited on the campus.
- Flowers are not to be worn.

**10.3. DRESS CODE FOR TRANS GENDERS**

Transgender students can follow any one of the dress codes as mentioned above as they are following in their regular routine.

## 11. COVID PROTOCOL:

In case of a Covid or Covid like situation, all students will be required to wear masks compulsorily on campus/hostel. The masks should cover the mouth and the nose, else the same will be considered as a violation.

Any student found flouting this rule will be required to pay a fine of Rs 100/- The amount collected will be accounted under the student welfare fund.

**11.1. MONITORING OF STUDENTS:**

1. The administration will instruct the security supervisor to set up a beat every two hours to go on rounds and check for masks. The security will be allowed to peep into classrooms and meeting rooms to ensure the same.
2. If the security finds a student/employee/guest violating the same. The security will be authorized to collect the ID card from the individual and retain the same till the violating person pays the fine to the accounts.

3. The violating member will be required to pay a Rs. 100/- fine to accounts and get a slip from accounts stating that the fine has been paid. On showing this slip to security, the security guard will return the identity card to the violating member.
4. The administration department will maintain a register that shall contain
  - a. Name of the Violator
  - b. Program/Department
  - c. Roll Number/Employee Code
  - d. Date of Violation
  - e. Fine Paid (Y/N)
  - f. Violation Type (Self/Guest)

#### **11.2. REPORT TO EC:**

The Chief Admin Officer will include the register details in the monthly EC dashboard.

## **12. CODE OF CONDUCT IN HOSTEL (Applicable for Hostelites Only):**

- a. A hostel facility is provided to students who desire to use the hostel facility based on the availability of the rooms. The rules and regulations are framed to ensure the students' comfort and security.
- b. Admission to the hostel is confirmed only after the approval of the authority and payment of the required fees.
- c. The hostel fees is paid every year. If the students, for any reason, need to vacate the hostel in between or after allocation, the fees will be non-refundable.
- d. The hostel room is allotted on a 'first come, first served basis.'
- e. Any act of indiscipline will lead the student to immediate suspension from the hostel based on the recommendation of the disciplinary committee.
- f. The students should register the details of the local guardian duly authenticated by the parents.
- g. The student is personally responsible for the safety of his/her valuables and belongings, and these should be kept in a designated cupboard under lock and key.
- h. The fixtures and furniture provided in the room should be cared for and used properly. In case of any damage, the student needs to pay twice the amount of the damage.
- i. Assets in the common area, if damaged or stolen, will be recovered by all the students residing in that wing or floor.
- j. Electricity is a scarce resource and should be used responsibly. Electric appliances are strictly not allowed inside the rooms. In case of violation the gadget will be confiscated. The students are required to switch off the electricity and fans when not in use. In case of default, a fine will be imposed on the student.
- k. Water is a scarce resource; therefore, it should be used wisely. The students should not leave the tap open and should be mindful of closing the taps after use.
- l. The cleanliness of the room is the sole responsibility of the occupants. The hostel warden or administrator may check or inspect the room anytime, and unkept rooms will be seriously viewed.

- m. The institute reserves the right to terminate or expel the student from the hostel in case of non-observance of hostel rules, causing damage to person or property, or indulging in any anti-social, anti-national or undesirable activities. In such cases, the deposit will be forfeited, and the hostel fee will not be refunded.
- n. Attendance is taken by the hostel warden regularly. The students should sign the register/ biometric attendance without fail as per the timeline mentioned in the hostel guidelines.
- o. In case of a medical emergency, the student should immediately reach out to the emergency contact number 9901318750
- p. Visitors or parents can meet the student/warden according to the stipulated timeline mentioned below: 9:00 AM to 6:00 PM

#### **12.1. MESS AND DINING FACILITY FOR HOSTELITES:**

- a. All students who stay in the hostel must strictly follow the specified times for breakfast, lunch and dinner.
- b. The timetable of the batches will have to be shared by the respective Heads to the warden before the beginning of the term. Any exceptions will be communicated at least 24 hours in advance by the respective heads.
- c. **Breakfast Time:** Monday to Sunday: 7:00 AM to 9:00 AM
- d. **Lunch Time:**  
On Sundays and Holidays: 1:00 PM to 2:30 PM. (On other days, lunch will be provided on the college campus and not in the hostel.)
- e. **Dinner Time:**  
Every day from 7:30 PM to 9:30 PM

#### **12.2. DRESS CODE AND OTHER NORMS IN THE HOSTEL:**

- a. Decent casual in the common areas and dining area.
- b. Student entry is restricted in the kitchen.
- c. Abusive language is not acceptable between the students or between students and hostel staff. Any such cases will be treated as a violation of hostel rules.
- d. All the norms specified in the rule book are to be strictly followed by the students in the hostel.

#### **12.3. DINING ROOM CONDUCT FOR HOSTELITES:**

All the students are expected to follow the norms in the Dining hall in order to maintain a clean and healthy environment.

- a. After the food is consumed, used plates should be placed in the designated place.
- b. The leftover food should be disposed of in the designated area before placing the used plates.
- c. General hygiene is to be maintained by each individual in the cafeteria.
- d. After the food is consumed, students should vacate the place to accommodate the next batch of students.
- e. The cafeteria will keep the food available at the specified times.
- f. Wastage of food is not acceptable. Students doing so would be penalised.
- g. The dining area cannot be used for discussions and meetings during lunch time, that is, between 12:30 PM and 2:30 PM.
- h. Lunch (buffet) provided by the canteen vendor cannot be shared in a group; each student must pay for their own lunch and snacks.

## 13. STUDENT DISCIPLINE:

Applicable to all the Students of the Institutions.

### 13.1. USE OF ENGLISH AS A COMMON LANGUAGE ON CAMPUS:

English is the common language of communication in the Institutions.

### 13.2. NO DISCRIMINATION POLICY:

Discrimination among students based on gender, caste, creed, religion, or nationality is not tolerated at Institutions.

### 13.3. NO FORMATION OF UNIONS:

Institutions prohibit the formation of any unions, associations, etc., without the consent of the respective heads/management.

### 13.4. SAVE POWER AND CLEAN SURROUNDING POLICY:

Please turn off lights, fans, ACs, projectors, desktops, and laptops in both the hostel and college campus when not in use and ensure that the whiteboard is left clean after use.

### 13.5. CHEWING GUMS ARE PROHIBITED ON CAMPUS:

Eating chewing gum is not allowed and will be treated as an offence<sup>1</sup> inside the campus or hostel premises. This is applicable to all the students at the Institutions.

### 13.6. USAGE OF LIFT (ELEVATOR):

Students under normal circumstances are not permitted to use the elevators, the only exception being as stated under:

- the student is physically challenged
- the student is injured and requires support for mobility

### 13.7. SHARING OF CLASSROOMS/ LIBRARY/ LABS/ INFRASTRUCTURE:

The classrooms/ IT labs / Library/ Board Rooms/ meeting rooms/ auditorium/ conference halls should not be tagged for a program or institution. These are the common facilities which can be used to the optimum extent by sharing across institutions. In order to avoid the conflict/confusion, proper schedules need to be designed to allocate timings for usage by different institutions. For the use of meeting rooms/auditorium/conference halls, admin staff should be informed well in advance. The admin staff would normally schedule and allocate on a first-come, first-serve basis. Exceptions on these cases to be handled based on the priority/need of the event.

### 13.8. COMMON NORMS FOR BOOKING OF CONFERENCE/ BOARDROOM / AUDITORIUM:

- a. If the meeting has many participants, then a conference / Board room / Auditorium can be reserved. If the meeting involves two or three attendees, such Small meetings should be conducted at other places, preferably your seating space.
- b. Immediately when the need arises, the booking should be made, as the first-come, first-serve basis will be followed in the booking of conference halls.
- c. After the booking, if the meeting is postponed or cancelled, the reservation needs to be cancelled by

- the respective meeting organizers, and admin staff informed accordingly.
- d. Conference / Board Rooms should be used only for meetings and not as a second office.
- e. Conference rooms will be available for meetings only with prior reservations.
- f. It is the responsibility of the person who has made the booking to leave the conference hall clean, the board is wiped, projectors and lights are switched off, and chairs are rearranged.
- g. Double bookings need to be avoided.
- h. The duration of the meeting is to be planned effectively, and the meetings are to be finished as per the schedule in order to avoid inconvenience to the next meeting participants.

## **14. STRICTLY PROHIBITED ACTIVITIES: THE INSTITUTE HAS ZERO TOLERANCE TOWARDS THE FOLLOWING ACTS-**

### **14.1. RAGGING:**

Ragging in any form is strictly PROHIBITED. It is a cognisable offence, and any violation will result in serious action as per the laws laid down by the Government/UGC (notified vide No. F.1-16/2009(CPP- II) dated 21.10.2009), in addition to expulsion from the institute. Accepting or undergoing such incidents or failing to report them is also an offence and will result in similar punishment.

Students involved in ragging will face the following punishments:

- a) Expulsion
- b) Suspension
- c) Fine with public apology
- d) Withholding the scholarship or any other benefit provided by the institute
- e) Debarring from participation in any of the programs or events organised by the college
- f) Withholding the examination results
- g) Community service
- h) No placement assistance

### **14.2. ALCOHOL/ DRUGS/ SMOKING/ SEXUAL HARASSMENT/ DISCRIMINATION:**

The Institutions are totally Alcohol-Free, Drug-Free, Sexual Harassment-free, and Smoking- free Campus. No student should ever indulge in bringing, storing, possessing or consuming any of these on the premises or the hostel facilities. Any act of sexual harassment or any discrimination will be addressed very seriously and would invite strict disciplinary actions to the extent of expulsion.

### **14.3. POLITICAL OR COMMUNAL ACTIVITY:**

Students should not indulge in any political or communal activity which is detrimental to the law-and-order situation. Students shall refrain from participating in any propaganda or publicity of any nature whatsoever regarding any political or communal matters.

### **14.4. FIREARMS AND OTHER DANGEROUS MATERIALS:**

Any storage or possession of firearms, ammunition, explosives and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to immediate expulsion from the hostel and the institution.

### **14.5. PETS:**

No student should keep any Pet on the premises, including fish, cats, dogs and so on. They are expected to desist from pampering, petting or feeding the cats or dogs that may occasionally be found on the campus.

## 15. PUNISHMENT AND PENALTIES:

One or more of the following courses of action can be taken when a student is found violating the student's code of conduct:

- a. A written letter of reprimand by the institute resulting from the student's misconduct.
- b. Suspension, which terminates the student's enrolment from the institute for a specific period of time (week/ fortnight/month/term or semester/year).
- c. Monetary fines are sanctioned in which the student has to deposit a specific amount of money as a penalty, or any amount deposited by the student previously will be forfeited or adjusted. It also includes restitution, which means providing compensation for loss, injury or damage to the institute's property.
- d. Confiscation: means confiscation of the goods used or possessed in violation of the university regulations.
- e. Restriction of privileges means denial or restriction of specified privileges, including but not limited to access to student facilities, placement programs, and university events for a defined period of time.
- f. Withholding the Diploma or the degree for a defined period or until the completion of assigned sanctions.
- g. Dismissal: a sanction that permanently denies the opportunity to re-enroll in the future.
- h. Community service is assigned for a specific period.
- i. Restitution: This means Repair or replacement of the property damaged.
- j. Other appropriate sanctions may be imposed by the competent authority of the institute singularly or in combination with any of the sanctions mentioned above.

## 16. GRIEVANCE REDRESSAL MECHANISM:

The students have the right to appeal to the Grievance redressal committee, which consists of the senior members of the institute:

1. Registrar
2. Two Senior Professors of the respective college/department

### 16.1. PROCEDURE:

- a. The aggrieved student should submit the grievances in writing to the Registrar/HoD.
- b. A meeting will be convened within ten days of receiving the complaint.
- c. The report will be submitted to the Principal/ Director/VC within five days of the meeting.
- d. The decision will be communicated to the student within three working days.

## 17. CLASSIFICATION OF OFFENCES AND PUNISHMENTS

This is applicable to all the students of the Institutions. The offences are broadly classified into two categories, as given below. The punishments have been defined depending on the severity of the offence, such as minimum and maximum. The offences have been classified as:

**17.1. ACADEMIC OFFENCES:**

A committee needs to be constituted to list academic offences and punishments such as examinations, plagiarism, etc. However, each institution is required to follow the norms laid down by the regulatory authorities to which the institute is affiliated. The committee constituted for this purpose can address any other matter that may arise outside these norms from time to time.

**17.2. NON-ACADEMIC OFFENCES:**

All disciplinary issues specified in the code of conduct other than academic ones are treated as Non-Academic Offences.

**Committees:**

All the committees regarding disciplinary issues will have a female member on the committee. If the enquiry is of a female gender, the committee will necessarily have all female members.

**OWNERSHIP FOR THE OFFENCES:**

| Sl. No | Policy  | Primary Ownership   | Secondary Ownership                              |
|--------|---|---|--|
| 1.     | Student Timings   | Faculty will monitor and restrict entry to the class.   | Registrar/Dean Academics/Principal               |
| 2.     | Student Dress code monitoring on campus:                    | Primary Ownership rests with the head of each institution. The head could nominate an in-charge/team to monitor the same. | Nominated person in-charge/ team                 |
| 3.     | Student dress code monitoring in common areas in the hostel | Hostel Warden/supervisor  | Hostel warden/ supervisor                        |
| 4.     | Dining Room Conduct: Students                               | Hostel Warden/supervisor  | Hostel warden/ supervisor                        |
| 5.     | Use of Official language on campus                          | All heads of institutes, faculty, and department heads will be the primary ones responsible.                              | Heads of Institutes to take disciplinary action. |



|    |  |  |  |
|----|--|--|--|
| 6  | Discrimination/<br>racism/physical<br><br>Fights between<br>students   | Faculty/Staff will report the<br>observations to the Principal<br>/Director.<br><br>Principal/Director to assign the<br>investigation. Responsibility to<br>the fact- finding committee. | The fact-finding<br>committee is<br>comprised of an<br>administrative<br>person and two<br>faculty members to<br>investigate and<br>report the findings<br>to the disciplinary<br>committee. |
| 7  | Not displaying the<br>ID Card on demand at<br>the entrance (ID Card<br>should be clearly<br>visible always while<br>on campus)                 | Administration holds the<br>primary responsibility.<br>Security guards are to be given<br>work instructions to check all<br>the students for ID card.                                    | Administration   |
| 8  | Case of Ragging by<br>Students found inside<br>the campus, hostel<br>premises, or<br>anywhere outside the<br>premises is a serious<br>offence. | Heads of Institution, along<br>with Warden   | Registrar/Principal  |
| 9  | Misconduct of<br>students inside/<br>outside the campus<br>/hostel premises/<br>with other students.   | Hostel Warden, faculty and<br>staff are to report the<br>observations as and when such<br>cases are noticed.   | Registrar/Principal  |
| 10 | Case of Stealing   | The hostel warden and<br>administration are required to<br>conduct rounds and report<br>their observations to the<br>Registrar.  | Registrar/Dean/<br>Principal's, staff or<br>assistants to report<br>findings to Registrar<br>/Principal as and<br>when such cases are<br>Noticed   |

|     |   |  |                     |
|-----|---|--|---------------------|
| 11  | <p>a) Case of Smoking / Consuming alcohol /any other narcotic drugs</p> <p>b) Carrying alcohol/ any other narcotic drugs inside the campus or hostel premises</p> <p>C) Serving alcohol /any other narcotic drugs on campus or hostel premises.</p> | The hostel warden, Administration Faculty and Registrar's office staff are to report the findings to the Registrar/Principal   | Registrar/Principal |
| 12. | Carrying weapons/ Pepper spray/any other harmful spray that may cause temporary blindness / any other harmful items in the campus / hostel premises   | The hostel warden, Administration Faculty and Registrar's office staff are to report the findings to the Registrar/Principal   | Registrar/Principal |
| 13. | Use of mobile phones in academic sessions/functions by student  | Faculty/admin/registrar's staff /principal will be empowered to take away the phone and hand it over to Registrar / principal. | Registrar/Principal |
| 14. | Involve in cybercrime   | Registrar's office staff / PR team to randomly check and record the findings and report to the Registrar/Principal.            | Registrar/Principal |

|     |                                 |   |  |
|-----|---------------------------------|---|--|
| 15. | Damaging Institutional property | The Admin/Registrar's office staff must report their findings to the Registrar/Principal. The Admin should provide details of the damaged property, including the cost, depreciation, and the due date for payment. A copy of this letter should also be sent to the student. | Accounts to ensure that the payment is made by the student, Registrar to record the disciplinary action. |
| 16. | Sexual Harassment               | Internal Complaint Committee  | Principal/Director   |

### CONCILIATION

All disputes are to be settled by conciliation within the Institutions. In the case of colleges affiliated with a university, the said university rules will supersede, if applicable.

### 17.3. NON-ACADEMIC PUNISHABLE OFFENCES

Punishable offences will be of two types.

- a. Cognizable Offences – Offences which are visually detected by the University Officials/Authorised Personnel/Security Personnel or captured on our AI enabled CCTV surveillance system.
- b. Non-Cognizable offences – Offences that are reported by other students or charges of mental harassment to the authority.

All cognizable offences will be dealt with as per the table provided below.

| SL No | Offence  | Type  | Min Punishment  | Maximum Repetitions                              | Max Punishment  |
|-------|--|-------|---|--|---|
| 1.    | Keeping any explosives, arms, narcotic substance, alcohol, and other drugs suitable for recreational use in their possession or bringing the same into the campus                    | Major | Fine of Rs 10,000 +<br>community service for one term | 1  | Report to Disciplinary Committee. Suspension and can be rustication |
| 2     | Entering the hostel/campus in an inebriated state  | Minor | Fine of Rs 2,000 +<br>community service for 1 month   | 3 (every time the fine shall be multiplied by 2) | Report to Disciplinary Committee. Suspension and can be rustication |
| 3     | Entering or exiting the hostel without signing in the movement register  | Minor | Fine of Rs 2000 +<br>community service for 1 month    | 3 (every time the fine shall be multiplied by 2) | Report to Disciplinary Committee. Suspension and can be rustication |
| 4     | Students detected visiting the room of other gender at any point   | Minor | Fine of Rs 2000 +<br>community service for 1 month    | 3 (every time the fine shall be multiplied by 2) | Report to Disciplinary Committee. Suspension and can be rustication |
| 5     | Defying the orders given by any Institutions Official/Security Personnel and or authorized personnel when instructed from doing any prohibited act as per the rules and regulations. | Major | Fine of Rs 10,000+<br>community service for one term  | 1  | Report to Disciplinary Committee. Suspension and can be rustication |

|    |   |        |  |  |   |
|----|---|--------|--|--|---|
| 6  | Smoking/Vaping or consumption of alcohol in hostels or on Campus  | Minor  | Fine of Rs 2000 + community service for 1 month                | 3 (every time the fine shall be multiplied by 2) | Report to Disciplinary Committee. Suspension and can be rustication   |
| 7  | Consumption of narcotics substance or use of recreational drugs as classified in the NDPS Act of India.                                       | Major  | Fine of Rs 10,000+ community service for one term              | 1  | Report to Disciplinary Committee. Suspension and can be rustication. Blood /Urine sample may be taken of the accused to establish the offence |
| 8  | Any kind of violence  | Major  | Fine of Rs 10,000+ community service for one term              | 1  | Report to Disciplinary Committee. Suspension and can be rustication   |
| 9  | Intentionally damaging the property of the institute  | Major  | Fine of Rs 10,000+ community service for one term              | 1  | Report to Disciplinary Committee. Suspension and can be rustication   |
| 10 | Case of Ragging by the Institutions' Students found inside the campus, hostel premises, or anywhere outside the premises is a serious offence | Severe | NA   | NA   | The case needs to be referred to the anti-ragging committee and also follow the procedure as applicable and as laid down by the UGC.          |
| 11 | Late to the class or an event in the campus   | Minor  | Students will not be permitted to enter once the faculty is in | NA   | Habitual latecomers will be referred to the disciplinary committee for disciplinary action.   |

|    |  |       |  |    |   |
|----|--|-------|--|----|---|
| 12 | Not displaying the ID Card on demand at the entrance ID Card should always be clearly visible while on campus. | Minor | Record the name of the institute and escalate it to the respective heads.                                  | NA | Not to be allowed to enter the campus   |
| 13 | Case of Stealing   | Major | Suspension of students for first-time offenders and a fine of Rs. 10,000 + community service for one term. | 1  | Rustication of student  |
| 14 | Giving misleading information to the institute   | Major | Suspension of students for first-time offenders and a fine of Rs. 10,000.                                  | 1  | Rustication of student  |
| 15 | Misconduct of students inside/outside the campus/hostel premises with other students                           | Major |  | 1  | <p><b>Note:</b><br/>A fact-finding committee is to be constituted, which will consist of a hostel warden, faculty, and admin person.</p> <p>The Director / Principal cannot be a part of this committee.</p> <p>Fact-finding committee to report the finding within a week of the date of receipt of the case to the disciplinary committee, resulting in strict warning with an apology letter / suspension or rustication</p> |

|    |  |        |  |      |   |
|----|--|--------|--|------|---|
| 16 | Use of mobile phones in the academic sessions/ functions by the student. | Minor  | Warning on the first offence. Confiscation of the mobile, which will not be returned from second offence onwards                         | NA   | For repeat offenders report to Disciplinary Committee. Suspension and can be rustication            |
| 17 | Involving in cybercrime  | Major  | Treated as a serious offence, it must undergo prosecution proceedings. Suspension for one term for first- timers                         | 1    | Rustication for second-timers   |
| 18 | Having food items in the Library, Classes, or Labs                       | Minor  | Warning for the first time and Rupees 10000/- fine in case of repetition   | NA   | For repeat offenders report to Disciplinary Committee.<br><br>Suspension and can be rustication     |
| 19 | Misuse of Institutional resources  | Major  | All the resources provided by the institute should be used responsibly, and any issues reported or observed will be dealt with severely. | 1    | A fine of rupees 5000/-for repeat offenders and possible suspension or rustication.                 |
| 20 | Sexual Harassment  | Severe |  | None | The Committee for Sexual Harassment will have the final say in this.                                |
| 21 | Violation of dress code by students                                      | Minor  | The student will not be allowed to enter the class, and attendance will not be given for the full day.                                   | NA   | For repeat offenders report to Disciplinary Committee. The decision of the Committee will be final. |

The disposal of offences shall be in the manner as outlined below.

The offences are categorised as:

1. Minor
2. Major
3. Severe

A penalty will be levied for minor offences and the fee will vary depending on the offence and as prescribed above.

A penalty followed by suspension would be the punishment for a major offence and as prescribed above.

A penalty followed by rustication would be the punishment for a severe offence and as prescribed above.

When a student accumulates 3 minor offences, it will result in one major offence. Similarly, if there are two major offence that it will result in one severe offence.

The offences have been identified as minor, major or severe in the document by superscripting them as minor<sup>1</sup>, major<sup>2</sup> and severe<sup>3</sup> at certain places in the document.



## 18. ANNEXURE-1 UNDERTAKING BY THE STUDENT AND PARENTS/ LOCAL GUARDIANS:

(Will be signed and submitted to the program office at the time of registration)

I have carefully read and understood the rules and regulations applicable to the students of the Institutions (including hostel rules), and I hereby undertake to abide by the same letter and spirit.

I am fully aware that I shall be liable to disciplinary action if I am found guilty in any court.

I also undertake not to take any course of action should I be found guilty except what is prescribed as per the Grievance Redressal mechanism mentioned in the students' code of conduct.

Name of the Student ----- Program ----- Batch-----

Signature of the student -----

Signature of Parents/ Local Guardian-----

Date -----

Place-----

## 19. ANNEXURE-2: UNDERTAKING BY THE CANDIDATE / STUDENT (ANTI-RAGGING)

1. I \_\_\_\_\_, S/o or D/o Mr./Mrs. \_\_\_\_\_ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.
2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that:
  - I will not indulge in any behaviour or act that may come under the definition of ragging.
  - I will not participate in, abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm.

I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law of the land.

Student Signature: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Signed on this day: \_\_\_\_\_ Place: .

## **20. ANNEXURE-3**

### **LIST OF IMPORTANT E-MAIL IDS AND CONTACT NUMBERS**

#### **MR. PRADEEP M**

Manager – Administration & IT

Mobile: +91 88842 26728

Email: pradeep@ifim.edu.in

#### **MR. SHRIRAM HEGDE**

Asst. Manager – Administration

Mobile: +91 89511 16212

Email: shriram.hegde@ifim.edu.in

#### **MR. YOGESH POOJARI**

Manager – Hostel Warden

Mobile: +91 99013 18750

Email: yogesh.p@ifim.edu.in

#### **MR. MANJUNATHA P POOJARI**

Manager – Admin Asst.

Mobile: +91 96113 49396

Email: manju.poojary@ifim.edu.in

## DOCUMENT CHANGE HISTORY

| Doc. Ver. No. | Date       | Proposed By                            | Approved By             | Brief Description of Change   |
|---------------|------------|--|-------------------------|---|
| 1             | 01-11-2015 | Directors of all IFIM Institutions     | EC                      | Initial version   |
| 1.1           | 27-03-2017 | Director and Dean – P&D                | EC                      | Changes in Dress Code; Dress code for transgender staff added; Fine collection mode changed |
| 1.2           | 15-05-2017 | Female Employees at IFIM               | EC                      | Clause 4.2: Women's Dress Code for Wednesday revised  |
| 1.3           | 28-09-2017 | Principal/Director of IFIM Institution | EC                      | Clauses 4.3 & 4.4 revised: Student Dress Code and Grooming added                            |
| 1.4           | 06-02-2018 | Mr. Rohan / Mr. Chandrashekar          | EC                      | Penalty for late coming of employees revised  |
| 1.5           | 18-07-2018 | Director – B School                    | EC                      | Formal day revised to Monday instead of Wednesday   |
| 1.6           | 14-06-2019 | Quality Council                        | EC                      | Code of Conduct Policy revised completely; made student-specific                            |
| 1.7           | 20-11-2019 | Principal – IFIM Law School            | QC (ratified in EC)     | Days of formal wear for Law School students revised   |
| 1.8           | 21-12-2021 | Chairman – CDE                         | EC                      | Clause 4.0: Wearing of mask & penalty for violators added                                   |
| 2.0           | 11-07-2025 | Chairman – CDE                         | Awaiting EC in July ECM | Complete re haul of the document.   |



### **JAGSoM & IFIM INSTITUTIONS**

KIADB Industrial Area, 8 P & 9 P, Infosys Drive,  
Electronics City Phase 1, Bengaluru, Karnataka - 560 100

**Tel:** +91 80 41432800 **Email:** [info@ifim.edu.in](mailto:info@ifim.edu.in)

**Website:** [www.ifim.edu.in](http://www.ifim.edu.in), [www.jagsom.edu.in](http://www.jagsom.edu.in)