

STUDENT DISCIPLINE 2015-16

a. Institute Specific

1. Entry to the institute is permitted to students wearing the ID-card only
2. Priority needs to be given to faculty members whilst using the lift meant for faculty and staff members (not more than 6 members in the lift)
3. Students are not permitted to sit on staircase and/or railings
4. Damages caused to institute & campus property would attract punishment and compensation for damages caused
5. Public Display of Affection, Loud talk/ impolite/ unparliamentary language is strictly prohibited and will attract strict action
6. Eating & Drinking inside the institute is not permitted

b. Classroom Specific

1. Students are expected to reach the class on time and not bang/ knock incessantly on the doors in case they are late. Decision of the faculty conducting the class shall be considered supreme in the event that the student reaches the class late
2. Students may not use their laptops in the classrooms unless the concerned faculty has specifically instructed them to do so
3. Usage of mobile phones/tablets during class hours for any purposes may result in confiscation of the said electronic gadget
4. Classrooms windows should not be used to interfere with classroom proceedings
5. Students not in uniform / students found disturbing the class/ students sleeping during class hours may be marked absent for the said lecture and will be asked to leave the class
6. Students are required to adhere to faculty instructions and should not engage in unnecessary arguments/ fights over the decision of any faculty
7. In the absence of the faculty/ free lectures, students may not shout/ play music in their classrooms. They may make use of the library and computer lab during their free time

c. Dress Code

1. Uniform is mandatory for all students on designated uniform days, all exams and industry visits
2. Casual attire should be within the description stated in the handbooks
3. ID-cards should be worn by all students at all times

d. Extra Curricular Activities Discipline

1. Faculty in charge of the activity should be informed about the same well in advance
2. Necessary approvals for smooth conduction of any event must be taken at least 5 days prior to the event (budgets, attendance, permissions & sanctions)
3. To ensure no misuse of funds & to handle receipt books carefully until handed over to college at the end of the event
4. Care must be taken to not to cause damage to SIU property

e. Examinations Specific

1. Students are expected to report on time for all exams, whether internal or external
2. Entry is not permitted to any student 15 minutes post the exam/evaluation commences
3. Full and proper uniform & admit cards are mandatory during examinations, failing which the student would not be permitted inside the hall
4. Objectionable material is not permitted inside the examination halls
5. No picking of arguments with invigilators/ staff and/or faculty
6. Upon commencement of the exam, no student would be permitted to leave the exam hall for any reason whatsoever

f. Discipline Related to attendance

1. 75% attendance is mandatory for all students who have enrolled for the BBA program
2. Curiosity software must be checked regularly to keep track of one's attendance and shortfall, if any
3. Impolite behavior/ unparliamentary language with batch coordinators/ faculty over attendance may result in strict action being taken against the said student
4. Logs should be filled up on Curiosity during the Open Window time every month, failing which the student would forfeit the said attendance. (Students are expected to provide all proofs pertaining to their missed classes)
5. Logs cannot be claimed as a matter of right

g. Guest Lectures

1. Students need to be present at the venue at least 10 minutes prior to the commencement of the guest lecture.
2. Yawning, stretching, talking, use of any electronic gadget is prohibited during guest lectures
3. Students are expected to be dressed up in formal attire/ uniform during any guest lecture on campus
4. It is mandatory for members of the Student Council, Placement Cell and Heads of Clubs (of the concerned club) to be present in full uniform during Guest Lectures.

h. Social Media

1. Students are not permitted to publish derogatory material pertaining to college/faculty/staff and /or any student on any social media website. This can result in suspension/rustication from the college. It is advisable to share concerns with concerned faculty prior to taking steps that may harm the institute's image

The Discipline Committee shall take rounds from time to time during class hours and has the right to take punitive action against any concerned student.

Faculty & Staff members encountering troublesome students are required to inform the Discipline Committee about the same so corrective actions can be taken at the earliest.