

Student Code of Conduct

The Student Code of Conduct of GRG School of Management studies (GRGSMS) indicates the standards of behaviour and conduct for all the students enrolling for pursuance of the MBA Programme. All students must abide by this Code of Conduct and are requested read and be well acquainted with it.

- **Probation Policy:** Admission is considered provisional until the submission of supporting documents by the students. A student's admission will be confirmed only after receipt of formal approval from the affiliating university (Bharathiar University, Coimbatore).
- Students shall be punctual to class and observe the institute timings, be regular and must complete her studies in the institute. Late comers will be marked absent for the class.
- Mobile phones should be switched off during class hours. If any student is found using mobile phone during class hours, strict action will be taken, including confiscation of the phone. Confiscated mobile phones will be returned to the students only after the completion of their programme.
- Students must have a minimum attendance of 75% to be considered eligible to attend the end-semester examination.
- Students will not be absent from class without the prior permission of the Faculty Advisor, Programme Administrator and Dean.
- Prior permission for leave must be obtained through a permission letter duly signed by the Faculty Advisor, Programme Administrator, and Dean.
- When absence is caused by unforeseen events, an application for leave must be submitted to the Programme Administrator at the earliest.
- Students shall not leave the campus during working hours without the permission of the Faculty Advisor, Programme Administrator and Dean.
- During the free hours, students are expected to use the library or e-resources effectively. Attendance will be taken during the free hours by the Programme Administrator.
- Students shall attend all the co-curricular activities (Personality Development Programme/Outbound Programme/Community Immersion Programme etc.), extra-curricular activities and events organised and

conducted by the institute. Absence from such activities shall result in strict action and payment of fine (minimum of Rs. 500). In exceptional cases warranting absence from such programmes, parents or local guardians shall seek the permission of the Faculty Advisor and Programme Administrator and request in writing with supporting evidence (if applicable) for specific exemption.

- Students shall pay the required fee for each semester 15 days prior to the commencement of the semester. Failure to do so will result in monetary penalty and, in extreme cases, expulsion from the programme.
- Students shall communicate any changes in their personal details (such as change of address, contact number etc.) in writing to the Programme Administrator as early as possible (within 30 days from the date of such change).
- Students should bring their laptop regularly to class on all working days.
- Students should use their e-mail IDs provided by the institute for all their official communication and check e-mails on every day.
- Students are expected to regularly read the notice boards for instruction, announcements, guidelines, schedules, etc.
- Students should wear their identity cards at all times while on campus.
- Students shall not post any content in the social media that brings disrepute to the institute and may infringe on the rights, or privacy, of other students, faculty or staff.
- Students shall not make imprudent and disrespectful comments about other students, faculty, staff or any other related individual in social media.
- Students shall ensure that the infrastructural facilities provided by the institute are maintained properly and kept tidy and clean at all times. In the event of any damage caused to the institute property, the concerned student(s) shall be liable to pay penalty.
- Students shall maintain decency and decorum at all times on campus and shall not indulge in any act that may bring ill repute to the institute.
- Students shall display honesty and integrity at all times. This includes, among other things, assignments, quizzes, exams, writing reports, and so

on. Plagiarism and infringement on intellectual property rights of others shall be viewed seriously and strict action will be taken if found guilty.

- Unethical, dishonest, or undesirable acts of commission or omission will be taken seriously and punished severely.
- Students shall treat each other with respect and dignity at all times.
- Students shall show respect to all the faculty and staff at all times. Any form of disrespect will be taken seriously.
- **Suspension policy:** Action will be taken against students involving in any malpractice during the examinations as mentioned in the Examination Manual.
- Students indulging in antisocial activities, communal violence, ragging, will be suspended from the programme. Further action will be taken by the respective committee as per the guidelines laid down by the Government of Tamil Nadu.
- **Readmission policy:** Subject to satisfactory performance during the period of suspension, the students will be considered for readmission to the programme. This has to be duly certified by the faculty advisor and the head of the institution (Director).

Declaration

I, _____ daughter of _____
have read and understood the above code of conduct, and agree to abide by them completely.

Name: _____

Signature: _____

Date: _____

I agree

Name of the Parent/Local guardian: _____

Signature: _____

Date: _____