

STUDENT CODE OF CONDUCT

Doon Business School

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Student Code of Conduct

- A student is required to keep himself/herself well versed and updated with the rules and regulations of the Institute, and amendments thereto, if any. The Institute shall not be responsible for intimating the students individually in any manner.
- Punctuality is important and any student who will be late for the classes, practical's, seminars, etc. given attendance for the same.
- Any act of students which will affect the academic ambience of the institute, will be punished by the disciplinary committee.
- A student is required to inform the Institute about any change in his permanent/correspondence/PG address or Telephone no., whenever there is a change during his studentship.
- A student is not expected to indulge in any sort of activities and/or controversies of anti-social, political, semi-political, religious and such like nature. Reporting of any untoward incident in any manner will be taken very seriously and will attract punishment from the authority.
- DBS reserves the right to conduct NARCOTIC OR DRUG TEST or any other medical test on any student at any time and if the test results are found to be positive (+ve), he/she will not be allowed to continue his/her study in the DBS and he/she shall have no claim(s) whatsoever against the DBS.
- A student is required to behave very decently with other students. Any act of misbehaviour will not be tolerated at all and a student is liable to be dealt strictly including expulsion/ rustication from the Institute.
- Parents/guardians while being on campus, communicating or dealing with the DBS must ensure that they behave decently and in orderly manner; any misbehaviour or unwarranted act on their part shall be subject to legal action as per the law of land. Besides this, it may lead to disciplinary action against the student whose parent/guardian are found guilty thereof.
- Parents/Guardians are requested to inform the designated authorities in case of their visit to the Campus. An early appointment from their part would be highly appreciated.
- A student is required to behave respectfully and obediently with all the members, staff and visitors in the Institute.
- Participation or involvement in any strike(s) or subversive activities is strictly prohibited.
- Distribution of leaflet/banner, etc. not connected with the institutional activities is strictly prohibited.
- Students are not allowed to paste any poster, painting or alike on the walls or other places in or outside the Institute Campus, other than instructed by the College for the specified purposes.
- A student is not allowed to do anything which may cause disturbance in the studies of other students or may be deemed vulgar in any way.
- Any attempt or threat to commit suicide or harm oneself likewise or abetting or inciting any other person to harm him/herself commit suicide or anything unwarranted and/or prohibited by law or otherwise.
- Breach of faith and/or any conduct on the part of student which is prejudicial to the interest of the College.
- Students are not allowed to drive within the campus and parking of vehicles shall be at the place designated by the DBS.
- All disputes are subject to Dehradun court jurisdiction only.

Code of Conduct-Disciplinary Action

The code of conduct for students shall include:

- Observance of good conduct and orderly behaviour within or outside the Campus.
- Emulating healthy traditions of the institute and to be responsible students of the institute.
- Giving undivided attention to their academic work and maintaining healthy and congenial academic environment at the institute.
- Respect traditional culture and values of different states & regions, and not to indulge in any act(s) which may put himself / herself in any kind of conflict with other's sensitivities.

Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus which is formally reported shall be construed as violation of discipline of the Institute. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

Misconduct in Classroom

- Creating disturbance and not maintaining classroom decorum.
- Disobeying instructions of the faculty or officer of the Institute.
- Rude behaviour with faculty/staff or officer of the Institute.
- Inattentiveness in the class.
- Use of mobile phone inside the class/labs.
- Damaging or tampering Institute property e.g. LCD, Presentation Systems, Screens, microphones, classroom furniture/lab apparatus & equipment, etc.
- Thefts of other student's property.
- Attempting "Proxy" in attendance.
- Habitual irregularity.

Acts of indiscipline deemed to be of minor nature

- Violating the prescribed dress code (partially or completely) and or not carrying student identity cards issued by the Institute;
- Refusing to produce or surrender the identity card as and when directed by Proctor or other officers of the Institute;
- Use of mobile phones inside the classrooms / labs;
- Negligence or indifference towards the work assigned;
- Disobeying the instructions of teachers or other authorities;
- Smoking in the Campus – DBS having been declared a "No-Smoking Campus";
- Violation of Vehicle usage and Traffic rules of the Institute, including misconduct in DBS vehicle and buses;
- Violating the code of conduct of the Institute

Major acts of indiscipline

- Non-compliance of any of the Library/Lab rules and/or wilfully damaging books/printed material/lab equipment, etc;
- Non-compliance of any of the hostel rules as prescribed in the Hostel Rules; even if the hostels are outsourced.
- Improper rendering of accounts for money drawn from or through any office of the Institute;
- Disruption of teaching, examinations, extra classes, curricular or extra-curricular activities, administrative work, including any attempt to prevent any member of the Institute, its staff or its outsourced agencies from carrying out their work; and any act likely to cause disruption also including disruption of residential life in the hostels where the Institute students are residing;
- Disobedience or non-compliance of instructions while on Off-Campus activities like Industrial tours, Excursions, Internships, Seminars, Public functions, etc;
- Damaging or defacing Institute property or the property of employees/ officers or of other students of the Institute or any other property inside or outside the Institute Campus;
- Pasting of posters or distributing pamphlets, handbills, etc. of an objectionable nature or writing on walls or disfiguring property/equipment of the Institute;
- Engaging in any attempt at wrongful confinement of the Institute faculty/staff/employee or students inside or outside the Campus;
- Use of abusive and derogatory slogans or intimidatory language or incitement of violence or any act calculated to further the same;
- Ganging up together to raise issues/ Slogan Shouting/ Participation in strikes;
- Any act of sexual harassment to the students/faculty/staff considered indecent and unacceptable;
- Physical assault on fellow students at campus or in hostels.
- “Ragging in any form inside or outside the Institute Campus and hostel premises. Ragging is a cognizable offence and means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student;
- Acts amounting to ragging could be
 - Teasing, Embarrassing and Humiliating;
 - Assaulting or using Criminal Force or Criminal intimidation;
 - Wrongfully restraining or confining or causing hurt;
 - Causing grievous hurt, kidnapping or rape or committing unnatural offence; and
 - Causing death or abetting suicide

All students will abide by the Regulations on Curbing the Menace of Ragging in the Institute, as given in Student Handbook and displayed on the notice boards and other communications sent by DBS.

- Indulging in acts of violence, threat, intimidation or assault or harassment or extortion or theft towards fellow students, teaching faculty and employees of the Institute within or outside the Campus;
- Causing or colluding in the unauthorized entry of any person into the campus or in the residential premises where the students are residing or colluding with and involving outside elements to engage in any sort of verbal or physical violence inside or outside the Campus;

- Committing forgery, tampering with or misuse of the Institute documents or records, identification cards, etc.;
- Furnishing false certificate or information to any office under control and jurisdiction of the Institute;
- Consuming or possessing alcoholic drinks, drugs and intoxicants in the Campus and the residential premises where the Institute students reside in/or outside the Campus;
- Indulging in acts of gambling in the Campus and the residential premises where the Institute students are residing;
- Possessing or using any weapon such as knives, lathis, iron rods, chains, sticks or any other weapon, explosives and firearms (licensed or unlicensed) in the campus and the residential premises where the Institute students are residing;
- Arousing disturbance through communal, caste or religious feelings or creating disharmony among students within or outside the campus;
- Misconduct or misbehaving of any nature during examinations, as specified in the Examination Regulations of the Institute;
- Violation of the status, dignity and honor of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged;
- Holding meetings, organizing functions within the Institute campus without taking prior permission in writing from the appropriate authority of the Institute;
- Any attempt or involvement in the hacking of Institute websites/emails or any violation acts attracting the cyber laws;
- Any attempt or involvement in tampering or hacking with ATMs installed at Campus or Off-Campus;
- Any other act which may be considered as violation of discipline by the competent authorities, including involvement of any nature in any criminal offence inside or outside the Campus.
- Involvement in Dharna, Protests, Agitations, Protest March on or off Campus including colluding with Non-DBS persons in internal matters of the Institute.
- Defaming / maligning the name of Office Bearers / Institute Authorities
- Instigating/Involvement in Mass Bunks/Boycott of Examination etc.
- Verbal threats / Attempt to hurt oneself on or off campus
- Infringing on the property / documents / computers of Institute officials without prior permission
- Involvement in making audio / video clippings of fellow colleagues / Institute Officials without their consent.

(a) Penalties

Punishment for classroom misconduct shall be imposed by the respective teacher. Such punishment may include:

- i. Verbal
- ii. Admonishment
- iii. Written warning
- iv. Assigning additional assignments / tasks Change of seat of a student
- v. Sending a student out of the classroom
- vi. Debarring a student from attending classes up to 5 working days

Penalties for minor and major acts of indiscipline or misconduct (for sufficient reasons), shall be imposed on a student as under:

Minor Penalties*	Major Penalties
Fine up to Rs. 5,000	Fine above Rs. 5,000
Recovery of pecuniary loss caused to Institute Property/Fellow Student	Recovery of pecuniary loss caused to Institute Property/Fellow Student
Written warning and information to the parent/Guardian	Debarment from classes/hostels
Demanding written Undertaking from the student. (if entitled to)	Debarring from an examination. Withholding scholarship
Imposing a period of probation/Counselling.	Non-issue of Transfer/Migration Certificate
Debarring from participation in any non-academic activity	Disqualifying from further studies, or prohibition of further admission or re-admission.
Disqualifying from holding any representative position.	Rustication from the Institute
Suspension up to five working days from academic and non-academic activities.	Expulsion from the Institute.
Debarring from rendering assistance in summer internship, campus placements with the prior approval from the Campus Director	

**Committing three minor offences will constitute a major act of indiscipline will attract major penalty.*

All acts of indiscipline/misconduct during examinations will be dealt with in accordance with the provisions of “Examinations Regulations (mentioned in this Handbook)” as amended from time to time.

(b) Criminal Offences

Any student who is involved in a serious criminal offence and against whom an investigation or trial is pending in a court of law, may be summarily expelled from the Institute by the Campus Director on the recommendation of the Disciplinary Committee without holding any Disciplinary Committee proceedings

- Provided that the offence in which the student is involved is of a serious nature and the
- Campus Director is of the opinion that his expulsion is necessitated in the interest of maintaining discipline in the Institute.
- No major penalties shall be imposed except for criminal offence without giving the student a reasonable opportunity of being heard in person and represent his case. For defence of his/her case, the student will not be allowed to engage/hire any outside person or a lawyer.
- Minor penalties as enumerated above may be imposed by the Campus Director on the recommendation of the Disciplinary Committee.
- Any major penalty as enumerated above may be imposed only after the recommendations of the Discipline Committee(s) are approved by the Campus Director (as the case maybe).

(c) Procedures for Enquiry and Punishment

All cases of indiscipline and misbehaviour shall be referred immediately to the Disciplinary Committee directly or through the Campus Director who after a preliminary enquiry and assessing the nature and seriousness of the act, shall: either recommend summary dismissal of the case with minor penalty, or Convene a meeting of the Discipline Committee and place the facts and evidence gathered before it.

A notice for the meeting indicating date, time and the venue shall be issued (within 3 days of the offence) by the Chairman of their Disciplinary Committee and the guilty students shall be given an opportunity to appear before the Committee for cross examination and interrogation.

The Disciplinary Committee shall hold its meeting latest within 5 days of the offence and submit recommendations within next 2 days.

During the period of inquiry, the Disciplinary Committee will be empowered to suspend the student if its judgment is in the larger interest of the student community.

If further interrogation is required, the Disciplinary Committee may inform the student in writing about the next appearance date and time.

The Disciplinary Committee is to keep a record of the proceedings and compile a Report containing all facts and evidence that has been placed before it. Such report along with the recommendations and punishment to be imposed is to be given to the Campus Director for further action (as the case maybe). If the guilty student fails to appear, the Disciplinary committee will have the right to draw its conclusion ex parte and submit the aforesaid documents to the Campus Director.

The final decision shall be communicated to the convicted student(s) and to their parents by the office of the Registrar.

(d) Appeal

A student having been awarded a penalty for any act(s) of indiscipline or misconduct other than criminal offence, shall have the right to file an appeal (in writing) for review of the decision to the Campus Director within 10 days of the service of the order.

The powers to review the major penalties imposed shall lie with the Campus Director. Also, Powers to review the minor penalties shall be with the Campus Director as the case may be.

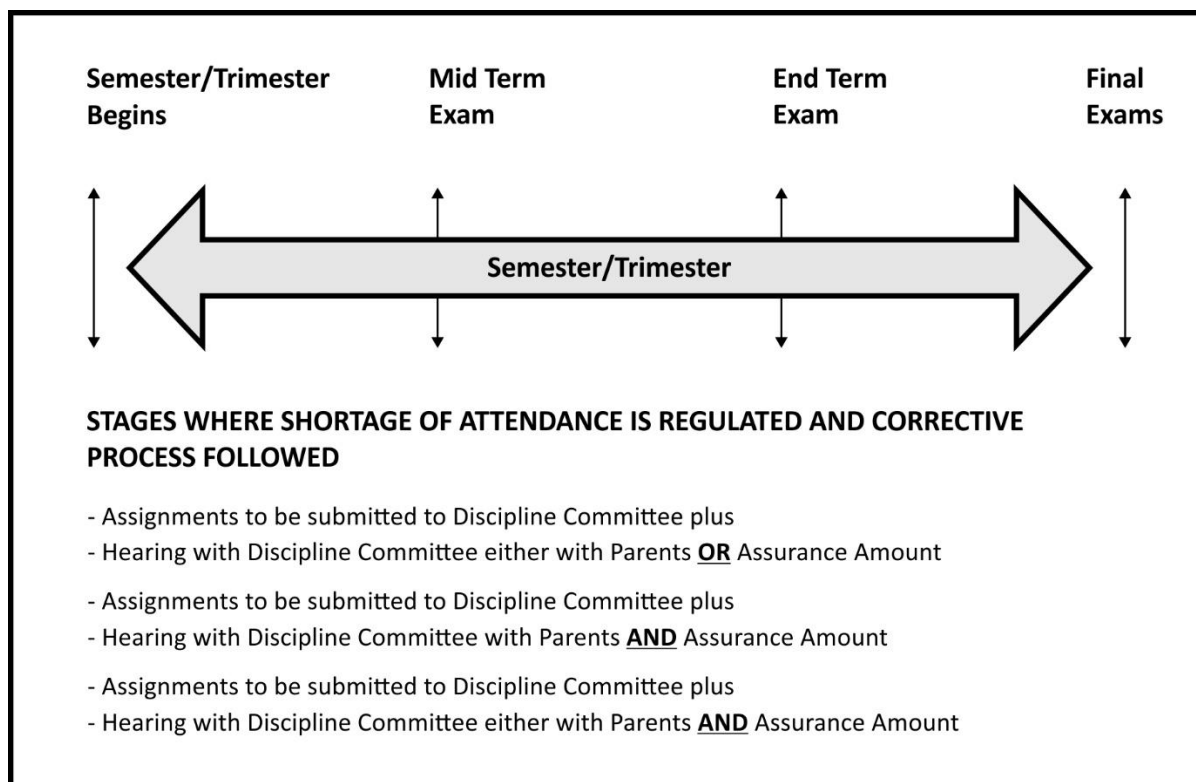
The Campus Director may either maintain the earlier decision or refer it back to the Disciplinary Committee for review in light of any new submissions made by the student in his appeal.

The decision of the Campus Director following the appeal will be final and no more appeal(s) shall be entertained thereafter.

Leave and Attendance Rules for Students

- i. Attendance of students is taken very seriously at the DBS-Group of institutions and it is given top priority amongst academic endeavours.
- ii. Every student is compulsorily required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities and no student is expected to miss any of the lectures or other prescribed curricular and co-curricular activities, except for emergent and compulsive circumstances, under PRIOR approval of the class coordinator/Director.
- iii. To accommodate absence on account of exigencies like sickness of self or close family members, participation in management festivals, co-curricular, placement related activities, hospitalization of self, or hospitalization for sudden serious illness or demise of parent, grandparent, brother, sister, spouse or child, or death, wedding or other such circumstances; natural and other disasters, participation in a management festival or co-curricular activity duly preapproved by the institution, or any other genuine reasons, attendance can be condoned up to maximum 20% for PGDM Program and 25% for MBA and other programs, provided PRIOR approval of the Class Coordinator/Director was taken.
- iv. Students registering short attendance will not be allowed to appear in the mid/end trimester/ semester/yearly examinations. Extreme genuine cases within marginal limits can be considered, under specific approval of the Director, with corresponding additional compensatory academic work and submission of written attendance assurance undertaking for the future, of self/parents and after depositing corresponding refundable assurance amount with the 'Students' Welfare Committee', provided the case has been so recommended by the 'Disciplinary Committee' of the DBS-Group after hearing the individual case of the student, also involving his/her parents.
- v. Students, must register themselves for the respective courses, on the prescribed date.
- vi. Late registration will however be permitted, under special circumstances, on submission of adequate proof, justifying the delay, to the satisfaction of the Director, and payment of the prescribed penalty as per Annexure. Late registrations do not provide alibi to the concerned student for any concession from the prescribed attendance requirements. The loss of attendance, due to late registration has to be made good by absolute punctuality for which the concerned student has to take absolute responsibility, by himself. However, if regularity is apparent, marginal concession can be provided during mid-semester / Trimester exam, on recommendations of the Class Teacher by the Director.
- vii. In normal course, every student is required to attend all of the class sessions during whole of the Semester/Trimester, without missing even a single session. However, to take care of unforeseen circumstances like sickness etc. a special margin is provided - 20% for PGDM and 25% for other courses, which the students should keep reserved for use only in extreme exigencies. Accordingly, each student has to register minimum attendance of - 80% for PGDM and 75% for other course, by end of the Semester / Trimester.
- viii. In case of extreme, exigency, leave can be sanctioned by the concerned class teacher on a case to case basis after ascertaining the reasons in writing. However maximum number of leave should not be such that attendance falls below - 80% for PGDM and 75% for all other courses.
- ix. In case of extra ordinary emergency, where the student cannot take prior permission, the same must be informed to the class teacher in writing explaining the reasons for absenting. If the Class Teacher is satisfied, he may allow leave on re-joining the Institute under special consideration.

- x. In the case of medical emergency, the students will be granted leave on production of a Medical Certificate of the 1st class Govt. Medical Officer or a Private Practitioner with MD or MS qualification. In any circumstance, medical leave of more than 5 days cannot be granted.
- xi. Marks for attendance, will be on the basis and in proportion of attendance registered, e.g. if attendance carries 10 marks, then 85% attendance will qualify for 8.5 marks, 35% attendance for 3.5 marks, 60% attendance for 6.0 marks and so on.
- xii. A continuous absence for more than 2 weeks without prior written permission will automatically lead to cancellation of registration of the respective course. Any readmission if permitted by the Director shall not be without payment of re admission fees of Rs. 5000/- and a written undertaking from the student concerned and his/her parents/guardian.
- xiii. The collections of fines, Penalties so made, will be credited to the Students' Welfare Committee account.
- xiv. The Management has the sole discretionary authority to increase/reduce/waive off any/all fine or impose alternative penalties or take corrective action as they may deem fit.
- xv. No student will be allowed to sit in the internal university examination if his/her attendance has fallen below - 80% for PGDM and 75% for other courses during the period preceding the exam.
- xvi. The director after evaluating the genuineness of each case may grant attendance up to 25% of total classes held for each subject but the same shall not be without satisfactory completion of compensatory academic work assigned by the concerned subject faculty and submission of written attendance assurance undertaking for the future, of self/parents and after depositing corresponding refundable assurance amount with the 'Students Welfare Committee', provided the case has been so recommended by the 'Disciplinary Committee' of the DBS-Group after hearing the individual case of the student, also involving his/her parents. Such an assurance amount will be Rs.100 per period. Such a provision is considered essential so that students who miss the classes are highly discouraged and attendance discipline is maintained. With this arrangement, students also get encouraged to attempt for recouping the loss of attendance during one interval by remaining punctual in the next period, because the assurance money, so deposited becomes refundable, if the concerned student is able to maintain the prescribed level of attendance in the future periods.



NOTE: The security deposited at the start of the session will have to be restored to the original level before appearing for the university examinations. The Assurance Amount will be carried over to the immediate next Trimester / Semester only.

Examination Rules

1. All Students should be in proper uniform during the examination.
2. Hall Tickets will be issued to all students to sit in the examination hall. If any student fails to carry a hall ticket along with him, he/ she will not be permitted to appear for the examination.
3. Student must carry their identity cards along with them for verification at any time during the examination.
4. In case of theft /loss of Admit card/Hall Ticket, a student should inform the Examination controller and a fresh Admit Card will be issued by paying fine of Rs. 150/- in account section.
5. Students have to enter the examination Hall 15 minutes prior to the start of examination.
6. No student is allowed to bring any belonging wallet/calculator/ Mobile/gazette etc. in the examination hall.
7. Its compulsory for every student to appear for internal examinations (Mid Term & End Term)
8. A fine amount of Rs. 500/- per subject will be imposed on the students for not appearing in the internal examinations.
9. Only non-scientific and non-programmable calculator will be permitted as per the requirement of the examination, unless specifically mentioned in the paper.
10. The student having 75% attendance before examination (internal/external) will be permitted to sit in the examination.
11. Student having less than 75% attendance will be permitted to sit in examination only after clearance from the management subject to completion of extra classes and obtaining

"Certificate of attendance clearance" by the concerned subject faculty and course coordinator. (Annexure)

12. If any student is found resorting to any unfair means, during the examination, he/she will be penalized as per the university norms after obtaining Report from the officer on Duty/Centre superintendent.

Weeding of Records		
Following will be the retention period of records: -		
Type of record		Retention period
1.	Result sheet of all examination	20 years (permanent record)
2.	Answer sheets of end semester examinations	1 Year
3.	Answer sheets of mid semester Examinations	6 months
4.	Examination attendance record	1 year
5.	Old question papers	To be retained in hard file/CD in Library
6.	Class room attendance record	Till the completion of Course
7.	Supplementary Answer scripts	1 Year
8.	Records of daily/weekly report	6 Months
9.	Receiving Record file of Answer sheet	3 Years
10.	Record of debarred students file	3 Years
11.	Records of UFM files	3 Years
12.	Date sheet file	3 Years
13.	Re-Evaluation record file	3 Years
14.	Sitting Plan/Invigilation duties	1 Year
15.	Internal assessment and other related records for the programs affiliated to the Uttarakhand Technical university, Shri Dev Suman Uttarakhand University & Hemwati Nandan Bahuguna Garhwal University	Till the completion of Course
16.	Student Book bank issue register	Till the completion of Course

Library Rules and Regulations

- i. Student must maintain decorum of Library.
- ii. No one is allowed to carry their personal belonging and or books inside the library.
- iii. Library card is not transferable. If a reader loses his/her Library Card, he/she will pay a fine Rs.50/-for issuance of Duplicate Card.
- iv. Books will be issued for a period of 7 days & can be reissued for next 7 days if the same book is not used by anyone else. The student will be responsible for any loss or damage of books.
- v. In case the books are not returned in time, a fine of Rs.5/-per day will be charged. Books should be returned in the same condition in which it was issued.
- vi. No marking, underlining and / or any sort of writing will be allowed in the book. The student doing this will be charged a fine, twice the cost of the book.
- vii. In the case the book is lost or damaged, double the cost of the latest edition will be charged from the student with fine of Rs.5/- per day.

- viii. Students are not allowed to carry mobile phones in the Library. In case students are found with the mobile phones, his/her mobile will be confiscated and a penalty of Rs.200/ will be imposed.
- ix. Periodicals and reference books will not be issued. However, they can be read only in the Library.
- x. In special circumstances, the reference books can be issued by due permission of the concerned faculty. The book can be issued for overnight reference and in case of any delay in returning in case of the same, a fine of Rs.25/- per day will be charged from the respective student.
- xi. Any violation of the above rules shall attract disciplinary action.
- xii. In case any student is found involved in any pilferage, stealing books, or any other malpractices, he/she will be fined not less than Rs. 2,000/- to the extent of cost of total number of books missing. In the case of unaccounted/missing of books of a particular section, the actual cost of lost / stolen books may be recovered from the students of the respective section or college as a whole. Discretion of imposing penalty will be with the Chairman, as a member of the Management Committee.

Student Advisory- Students are advised to inform the Management if they find any pilfering or stolen books with other students to avoid collective fine.

IT Lab Rules

- i. Computer Lab timing will be scheduled for each class in groups and each student has to follow the time-table. Unnecessary sitting in the lab is not allowed.
- ii. Students should use the Computer Lab for performing projects, presentations and assignments, given to them as a part of their course curriculum. They will not be given any other liberty to use the lab.
- iii. Each student must put his/her entry in Entry Register before entering the Computer Lab.
- iv. Students are not allowed to carry bags inside the lab.
- v. Every student must shut down and log out all programs of the computer before leaving the lab and place the chair properly.
- vi. Using Mobile Phones and iPod inside the computer lab is strictly prohibited.
- vii. Students are not allowed to use personal USB External Drives, CD-Media in the computer lab.
- viii. No duplicate/pirated and freeware software will be allowed to be installed in computer lab PCs.
- ix. No student is allowed to open restricted/pornographic site. If found guilty, severe action will be taken against him/her.
- x. No Unofficial, Restricted, Banned, Social networking, Gaming and Chatting sites shall be allowed in the computer lab or inside the campus. If a student is found indulging in any of these, serious action will be taken against him/her.
- xi. No Tea, Snacks, chewing and Smoking or other activity will be allowed inside the lab.
- xii. Any damage to computer & peripherals will be fined at twice the cost of the damage, further he/ she will not be allowed to use lab till the fine is paid & official permission to use the Lab is given by the concerned authority.
- xiii. If any student is found violating these rules, it will lead to expulsion from Lab for at least one week which may be increased to one full semester.

- xiv. If a student is found indulging in any of the practices mentioned above, a minimum penalty of Rs.250/- will be charged which may be further increased up-to Rs.5000/- along with expulsion from the Lab/Institute. All the fines, so collected, will be credited to the Students' Welfare Committee fund.
- xv. The lab in-charge shall not allow the student in case the fine has not been paid by the student.
- xvi. If the offence is serious & repetitive in nature, the lab in-charge will lodge a formal complaint with the concerned authority for punitive action.

Hostel Rules & Regulations

The DBS Group of Institutions has limited hostel facility but for the convenience of the students the institution has made arrangements with partner hostels around the college campus and other vicinity areas to provide the students with safe, hygienic and controlled / supervised stay. An admission to the hostels is at the sole discretion of DBS Management and is not a right of the students.

At any point the hostel is allotted for a fixed period of maximum Eleven months of the academic session in a year. Students are allowed to stay in the hostel for the period of academic sessions only.

Detailed rules and regulations are provided to those who wish to stay in the hostel.

Anti-Ragging Rules

Ragging in any form inside or outside the Institute Campus and hostel premises. Ragging is a cognizable offence and means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student;

- Acts amounting to ragging could be
- Teasing, Embarrassing and Humiliating;
- Assaulting or using Criminal Force or Criminal intimidation;
- Wrongfully restraining or confining or causing hurt;
- Causing grievous hurt, kidnapping or rape or committing unnatural offence; and
- Causing death or abetting suicide

All students will abide by the Regulations on Curbing the Menace of Ragging in the Institute, as given in Student Handbook, and as formulated by UGC/ AICTE/ University and displayed on the notice boards and other communications sent by DBS.

Getting No Objection Certificate for Employment

- i. No change of college is permissible. Under rare circumstances NOC can be given to help students who get jobs with their dream companies when they are enrolled in College. This is only applicable for PGDM and MBA students
- ii. A No-Objection Certificate will be provided by the college only after the third Semester of MBA and 5th Trimester of PGDM.
- iii. A No Objection Certificate will be provided only once. In case, the student after getting the NOC, leaves the job after joining or does not join the job, he/She will return to the Institute

and continue with his studies. His attendance exemption is only for the period he / she was in employment.

- iv. Students who have back-papers will not be eligible for NOC.
- v. The No-Objection issued by the college will be applicable while the student is working with the dream company. In case he leaves the dream company while being enrolled in the college, he / she will have to report back to college and continue with his/her classes. The No-Objection Certificate only exempts the student from attendance in the class. The student is expected to continue with self-study of the subjects, do Registrations, and attend Seminars & Dissertation, Final exams and Mid Term exams. The No Objection Certificate does not exempt the student from any activities which are counted towards his/her marks & Grade in his subject.
- vi. A student who applies for No-Objection certificate has to produce a letter of offer from his / her dream employer. The letter should also be accompanied by a certificate from employer whereby he/she agrees to release the student for the period of time where the student can complete his exams, Seminars, Dissertations, etc.
- vii. Students who are on No-Objection Certificate and are coming to college for their Re-registration, final exams, and dissertation etc have to provide a letter from the dream employer stating that they are still in employment with the dream employer. In absence of such letter, they will not be allowed to appear in exams, Re-Registration, Dissertation etc.
- viii. Case where a Student applies for No-Objection at the beginning of the Semester / Trimester
 - a. The No-Objection will be issued on Request after verification of all relevant documents. The college will ensure that the entire fee for the remaining Trimester / Semester has been paid in full.
 - b. Re-Registration should have been completed prior to issue of No-Objection Certificate.
 - c. In Case of PGDM Students, Students those who get their NOC from the institute before their Mid-term exams are required to give their End-term exams only. These students are not supposed to be given any sessional marks and their evaluation is done on the basis of their End-term marks (100) only.
 - d. Students those who get their NOC from the institute after their Mid-term exams are required to give their Mid-term and End-term exams. Evaluation of their marks will be done in two parts as follows:
 - i. Mid-term exam marks are scale down to 20.
 - ii. End-term exam marks are scale down to 80.
 - iii. 75% attendance (from day one till Mid-term exam) in each subject is mandatory to appear in Mid-term Exams.
 - e. Students those who do not get their NOC from the institute before their End-term exam are supposed to be given sessional marks (30) based on their performance during the trimester. Evaluation of their marks have three composition as follows:
 - i. Internal evaluation by subject teacher to maximum 30 marks.
 - ii. Mid-term marks are scale down to 20 marks.
 - iii. 75% attendance (from day one till Mid-term exam) in each subject is mandatory to appear in Mid-term Exams.
 - iv. End-term marks are scale down to 50 marks.
 - v. 75% attendance (from Mid-term to End-term exam) in each subject is mandatory to appear in End-term exams.

Students will not get any marks or attendance for their activities conducted by class coordinator during V trimester. However, the certificates and participations will be reflected in their CVs.

Students will not get any marks or attendance for their placements drive conducted by CDC during the V trimester.

- f. Students failing to make a pass in a particular subject for getting less marks or being debarred may appear in the back papers conducted with the six-trimester end term exemption payment of back paper fees along with back paper request form. Students appearing and passing by the back paper will have the exam of total 100 marks and will carry no internals or mid-term marks. The marks sheet will reflect that the subjects have been cleared in the second attempt.
- g. In Case of MBA Students - The student has to appear in all exams as required by the University rules.

Disclaimer

While every effort has been made to provide accurate and current information; however, the institution reserves the right to change any of the Rules and Regulations of the Institute at any point of time, including those relating to fees, to withdraw curricula and specific courses, disciplinary rules, alter course content, change the calendar, etc. All such changes are effective at such times as the Institute Authority determines and may apply not only to prospective students but also to those who are already enrolled in the Institute.

The information contained in the Handbook is subject to change at any time, without notice. It is intended to serve only as a general source of information about the Institute and its policies and is in no way document to state contractual terms.

Note: The information provided in this document may have typographical errors or may have been superseded, hence, policy prevalent as on date would be final.