



Vivekanand Education Society's BUSINESS SCHOOL

(Recognized by Higher & Technical Education Dept, Govt. of Maharashtra State & Approved by A.I.C.T.E.,
Ministry of HRD, Govt. of India.) NBA Accredited and Member of AACSB.

Disciplinary Policy for VES Business School

The members of the Disciplinary Committee have decided to divide the code of conduct applicable to VES Business School students into four categories:

- **GENERAL CODE OF CONDUCT**
- **CODE OF CONDUCT IN THE CLASSROOM**
- **CODE OF CONDUCT IN THE LIBRARY**
- **CODE OF CONDUCT IN THE COMPUTER LAB**

GENERAL CODE OF CONDUCT

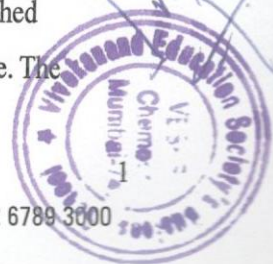
Every PGDM student is expected to follow the code of conduct of the disciplinary committee. Such rules are under UGC and AICTE norms.

Any PGDM student of VES Business School, if found to be a part of any anti-national actions or any activities that are not following the laws laid down by the government or are contrary to the prevailing laws of the country or the behavior is not in accordance to the disciplinary rules and regulations, without any notice given by the Director of the Institute, is liable to be expelled from the Institution.

Any statement made by a candidate/student in an application form or any other document concerning admission at any time, if found incorrect or false, and any wilful suppression of facts established, the admission of the said candidate/student would be canceled immediately. The fees will be forfeited and, if deemed necessary, may be expelled from the Institution by the Director. In such matters, the decision made by the Director of Technical Education, Maharashtra State, Mumbai, will be final and mandatory to be followed by all concerned.

Students ragging in the institute/campus:

Institute strictly forbids and prohibits any form of Ragging in the Institute and the campus. Nevertheless, suppose any student is found indulging or participating in Ragging. In that case, the student is liable to be punished according to the laws and rules issued by the authorities, which may include expulsion from the Institute. The Anti-Ragging Committee would be responsible for finalizing the decision on the matter.



Consumption of Alcoholic Beverages on the campus, Being Under the influence of alcohol, and Smoking within the campus are strictly prohibited:

In case any student is found consuming alcoholic beverages or under the influence, or Smoking within the campus, it will be deemed as inappropriate behavior. The student's parents would be informed of the same and would require to meet the institute authorities. The student would not be allowed to attend lectures for an entire week. If any student indulges in any inappropriate behavior observed outside the campus or if any such behavior is reported to the Institute, then the Institute will take the required disciplinary action against the student as per the severity of the misdemeanor. It will also affect the character certificate issued by the Institute. The student will also be barred from any activities conducted by the Institute related to the placement of the students in corporate.

Tampering with fire extinguishers, littering on the campus or Institute, or damaging any part of the Institute's Infrastructure is strictly prohibited.

Students would have to pay for the damages caused, and the student's parents would be required to meet the institute authorities.

Loitering around the corridors and making noise, especially disturbing other lectures, is prohibited.

The students responsible for disturbance would be asked to do additional projects/assignments.

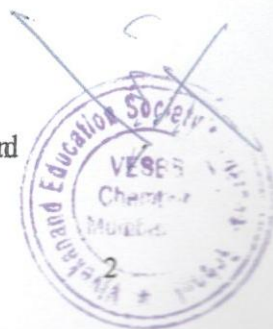
The student's entry into the Campus/Library/IT labs is strictly through Identity Card and will be monitored by the Institute.

All students of VES Business School must wear their Identity cards on campus and in the Institute. The Disciplinary Committee Members would do random checking to implement the same, and the defaulter students would be initially given verbal warnings.

After two such verbal warnings, the student's parents would be informed and required to meet the institute authorities.

Dress Code:

Students must wear smart casuals for classroom purposes (Half pants, Skirts, Sleeveless T-shirts, and Bathroom slippers are not allowed).



For all functions of the Institute, including seminars and conferences, students must dress formally, preferably in an Institute blazer, Tie/Cravat.

Students should not wear slippers, floaters, or other casual footwear on campus.

Students should not wear three-fourths, shorts or caprice.

Girls should not wear spaghetti, sleeveless T-shirts, skirts, racerbacks, and halter tops.

Initially, verbal warnings would be given to the students, and after giving two such verbal warnings, the student's parents would need to meet institute authorities.

Inappropriate behavior and language with Faculty / Staff Members (Regular/ Contractual) of VES Business School.

The Institute has a zero-tolerance policy for inappropriate behavior and language with any members of the Institute. Any student indulging in the same will be immediately suspended from the Institute. The duration of the suspension would be decided by the Disciplinary Committee Members, looking at the gravity of the situation. However, in case of any deadlock, the Director of the Institute would be involved in the matter, and his decision would stand as final and binding.

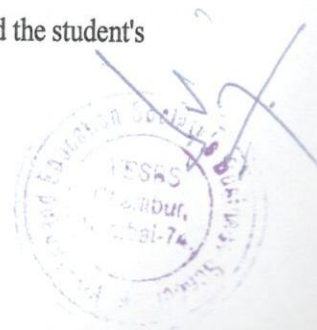
CODE OF CONDUCT IN THE CLASSROOM/BREAKING OF RULES RELATED TO STUDENT CONDUCT IN THE CLASSROOM:

Students are not allowed to use their cell phones in the classroom lecture without the permission of the faculty- in-charge.

Mobile phone usage in the classroom will depend on the permission given by the faculty in charge. In case of unauthorized usage, the faculty-in-charge confiscates the mobile phone. After the completion of the lecture, the respective faculty will return the phone to the student with a verbal warning. After two such warnings, the matter would be reported to the Disciplinary Committee, which will take appropriate action, which may lead to the parent being called by the committee.

Mass- Bunking of lectures is strictly prohibited.

Mass- Bunking of any lecture is not allowed in the Institute. If the students are observed to be mass-bunking the lectures, then the students would not be allowed to attend any lecture in the Institute for one week, and the student's parents would be intimated of the same.



CODE OF CONDUCT IN THE LIBRARY

Silence is required in the study areas of the library. Hence the use of mobile phones in the library is strictly prohibited. The mobile phones can be switched off or set to silent ring mode if required.

The librarian will take the mobile phone if any student does not follow the protocol. After receiving a written apology from the student, the librarian would return the phone to the student.

Silence is required in study areas. Hence, students forming a group and making group presentations in the library or having group discussions in the library is strictly prohibited.

If a student does not follow the rule, the student will not be allowed to use the library for that day. (The students can use classrooms, gardens, sports room, or canteen for their group presentations and discussions.)

Smoking, Consuming Food and Beverages (except bottled water) are prohibited in the library. Audio equipment usage is prohibited in the library, except through earplugs; Photography, filming, videotaping, and audiotaping in the Library are not allowed in the Library. Using data from Library for consultancy or commercial services without suitable permissions is strictly prohibited.

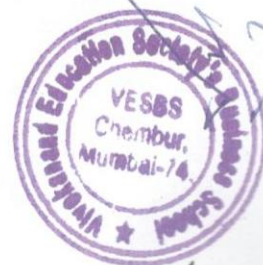
The students found violating these rules would not be allowed to use the library for that semester.

No unauthorized removal of any material from the library.

Removal of any material from the library will be deemed as THEFT. The responsible student would have to pay for the damage caused, the student would not be allowed to use the library for that semester, and his parents would be informed.

Fines or charges of the students are long overdue or outstanding.

Any student with overdue/outstanding dues cannot use the library for that semester. Students' book borrowing rights would be withdrawn, and passwords for accessing any electronic services would be withheld until those fines were paid.



CODE OF CONDUCT IN THE COMPUTER LABS

Entry of the students into the IT labs is strictly through Identity Card and will be monitored by the Institute.

It would be compulsory for all students of VES Business School to wear their Identity cards while entering the Library.

The Disciplinary Committee Members would do random checking to implement the same. Defaulters would be initially given verbal warnings. After two such verbal warnings, the student's parents would be informed to ensure that the student does not come to the institute/library/IT lab without an identity card.

Unauthorized removal of any material from the IT lab or classrooms. This issue would be taken as THEFT.

Removal of any material from the IT Lab will be deemed as THEFT. The responsible student would have to pay for the damage caused, the student would not be allowed to use the computer lab for that semester, and the student's parents would be informed.

Usage of VES Business School computing facilities for students' Commercial gain/ Hacking, Accessing, Copying, Deleting, or Amending Attempting to change the computer account, information, or resources of another user or a system administrator.

/Deliberately introducing any virus, worm, Trojan horse, or other harmful or nuisance program or file into any IT facility/Unauthorized access to facilities via Lan or Wifi / Viewing Pornographic material/Smoking/Entering lab without Identity card/Smoking in the lab is STRICTLY PROHIBITED.

If any student is found guilty, the student's parents will be called to the Institute, and Director will take strict action as per the ethical policy of VES TRUST.





Dr. Sachin Deshmukh

Director

VES Business School



Dr. Sandeep Bhardwaj


Dean, Academics



Dr. Ajay Kumar Gupta

Professor and Associate Dean (HRM)

Chairperson-Disciplinary Committee



Mr. Nandkishor Narwade

Assistant Registrar

Date: 21/02/2021