

# ASHOKA BUSINESS SCHOOL

Rane Nagar, Nashik- 9

## Code of Conduct (Discipline Policy)

The Code of Conduct as applicable to the Students is as follows:

1) **Uniform**

- a. Full Uniform with Shirt, Tie, Trouser, Blazer, Black formal shoes.
- b. T-Shirt and Black Jeans with Sports Shoes on Wednesday and Saturday.

2) **Inter and Intra class Discipline**

- a. Fights, Abusive behavior, Misbehavior with classmates, causing disturbance in the class etc. will invite strict action.
- b. The chronological order of action to be taken will be Class teacher - Coordinator-Director

3) **Misbehavior with Faculties & Staff**

- a. SMS/Mail to parents will be sent.
- b. Discipline committee will decide further action based on intensity of misbehavior.

4) **Ragging**

- a. Ragging is an offence punishable by Law.

5) **Damage to Institute's property**

- a. Deliberate Damages (doubled) will be recovered from those responsible for the damage.
- b. Strict actions will also be taken if need be.

6) **Event / Function Discipline**

- a. Trouble mongers will be reported to the Discipline Committee for strict action.

7) **Remaining absent for Lectures**

- a. If found to be absent/late for any lecture, the student will have to write an assignment given by the respective subject teacher and submitted by the end of the same day. Permission to remain absent for a class will have to be obtained from the respective subject teacher.
- b. No Student will leave the campus without due permission from the concerned authority.

8) **Mobile/Handset/Telecommunication devices**

- a. *Use of mobile phones in the classrooms is strictly prohibited.* If found in the classrooms, they will be handed over to the Coordinator / Director.

9) **Grievances and Suggestions**

- a. Grievances and suggestions of any kind should be put in the Suggestion box.

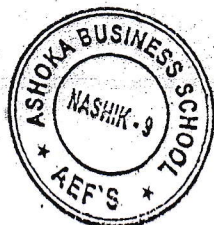
10) **Attendance**

- a. A student will be admitted to the semester examination if she/he has attended regularly the prescribed course of study for the relevant semester.
- b. *She/he has attended not less than 85% of total number of classes held.*
- c. This requirement shall be fulfilled separately for each course of study.

11) **Timings: Institute time 9.30 a.m to 5.30 p.m., Gate closing time 9.40 a.m.**

12) **Notice Boards**

Students are instructed to follow the College Notice Board regularly for information concerning class routine, holidays, examinations, results, payment of fees, Scholarship etc. and for other circular issued by the college/ university time to time. For any queries or further clarifications of any information students are advised to contact the office.



*NP Mukherjee*

**COORDINATOR**

Internal Quality Assurance Cell  
Ashoka Business School, Nashik

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**DIRECTOR**

Ashoka Business School  
Nashik