

## Code of Conduct (Discipline Policy)

Ashoka Business School, Nashik has adopted for itself a "Code of Conduct" to ensure that its students turn out to be responsible citizens all of us are proud of. In order to achieve this, the Institute has evolved a well-defined set of practices to be followed at all times during the course duration by the students.

**The Institute has formed this Code with the following objectives:**

- a. To promote a congenial environment conducive for studies and overall development of the student's personality.
- b. To sensitize the student to the need and importance of disciplined conduct that is a cardinal requirement when he or she enters the industry.
- c. To maintain and promote dignified conduct in line with the Institute's commitment to the society to produce leaders with impeccable value system and integrity.
- d. To make the learning eco-system inside the Institute friendly, safe and above all a place where the student would feel proud to be associated with.
- e. There are various committees like Grievance committee, Anti-ragging committee, Vishkha committee to look into respective grievances etc. and whose decision will be final and binding.

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

### 1) Uniform

- a. Full Uniform with Tie, Shirt, Trouser, Blazer, Black formal shoes
- b. T-Shirt (only Wednesday) and Black jeans with shoes

### 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.

**Display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes— (i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student ; or (ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do. "Maharashtra Prohibition of Ragging Act, 1999". Maharashtra Act No. XXXIII of 1999**

**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 75% of total number of classes held.  
c. This requirement shall be fulfilled separately for each course of study.

**11) Notice Boards**

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



  
**Director**  
**Ashoka Business School**