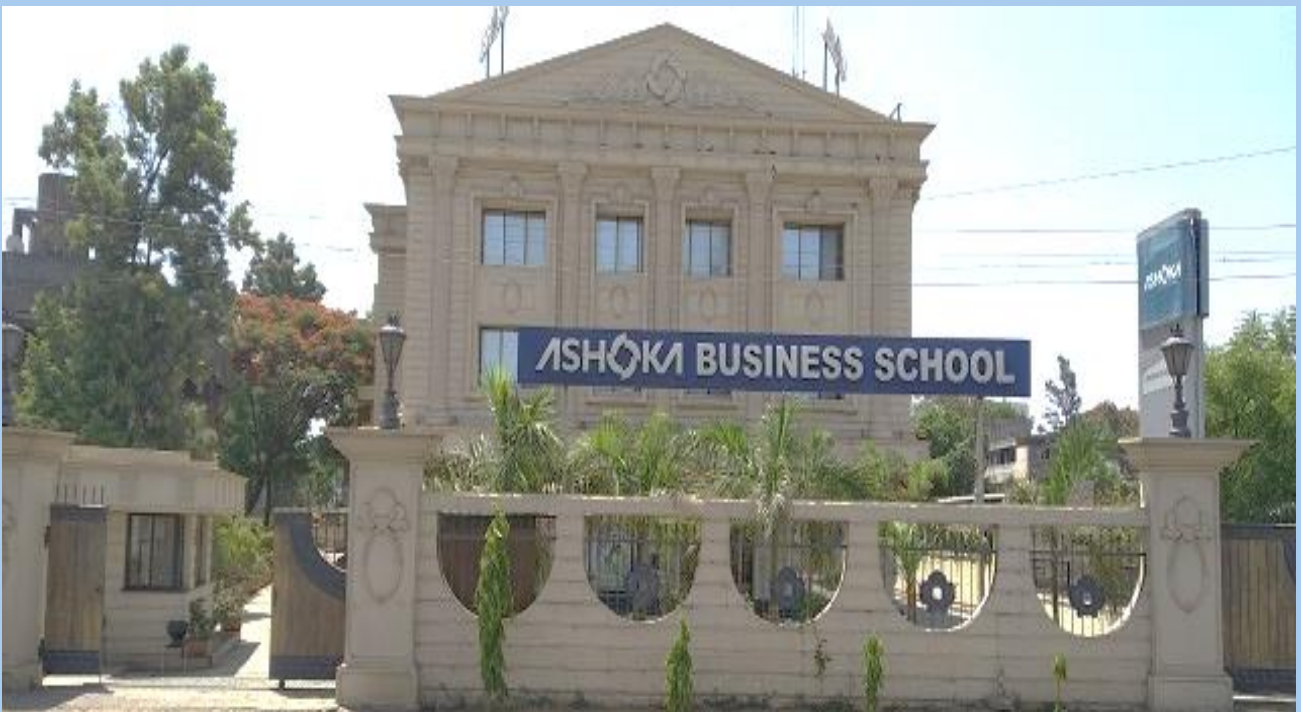




Ashoka Education Foundation's
ASHOKA BUSINESS SCHOOL

Survey No.-883, Plot No.6+7+8, Mumbai-Agra National Highway, Rane Nagar, Nashik – 422009.

Tel.: 0253 6649500/24, Website: www.ashokabschool.org, Email: abs@aef.edu.in



**POLICY
DOCUMENT**

Code of Conduct (Discipline Policy)

Purpose: The Code of Conduct serves as a guiding framework for fostering a positive and ethical learning environment within Ashoka Business School. It outlines the expectations, responsibilities, and standards of behaviour for students, faculty, staff, and all members of the college community.

1. General Expectations:

- All members are expected to treat each other with respect, dignity, and courtesy.
- Uphold academic integrity and honesty in all activities, including assignments, exams, and research.
- Promote an inclusive and diverse environment, respecting individual differences and perspectives.

2. Academic Integrity:

- Plagiarism, cheating, and any form of academic dishonesty are strictly prohibited.
- Proper citation and acknowledgment of sources are required for all academic work.
- Maintaining the highest standards of professionalism in research and academic endeavors is paramount.

3. Professionalism:

- Demonstrate professionalism in dress, communication, and behaviors within the college premises.
- Adhere to deadlines for assignments, projects, and other academic responsibilities.
- Engage actively in learning, discussions, and collaborative activities.

4. Respect for Others:

- Avoid discrimination, harassment, or any form of disrespectful behaviors based on race, gender, religion, nationality, or any other characteristic.
- Respect personal boundaries and privacy of fellow students, faculty, and staff.

5. Responsible Use of Resources:

- Use college facilities, equipment, and resources responsibly and ethically.
- Report any misuse or damage to college property promptly.

6. Attendance and Punctuality:

- Regular attendance in classes and punctuality for all academic and non-academic commitments are expected.
- Notify faculty or relevant authorities in case of unavoidable absence or tardiness.

7. Disciplinary Actions:

- Violations of the Code of Conduct may result in disciplinary actions, including warnings, probation, suspension, or expulsion, depending on the severity of the offense.
- A fair and transparent disciplinary process will be followed.

8. Reporting Violations:

- All members are encouraged to report any violations of the Code of Conduct promptly to the appropriate authority or through the designated reporting mechanisms.

Ashoka Business School, Nashik has adopted for itself a “Code of Conduct” to ensure that its students turn out to be responsible citizens...

Institute's Code of Conduct Guidelines:

1. Uniform:

- T-Shirt (Wednesday - T-Shirt with Black jeans and Shoes).
- Full Uniform (Monday, Tuesday, Thursday, Friday, Saturday with Tie, Shirt, Trouser, Blazer, Black formal shoes).

2. Inter and Intra Class Discipline:

- Fights, Abusive behavior, Misbehavior with classmates, causing disturbance in the class will invite strict action.
- Chronological order of action: Class teacher - Coordinator - Director.

3. Misbehavior with Faculties & Staff:

- SMS/Mail to parents will be sent.
- Discipline committee will decide further action based on the intensity of misbehaviour.

4. Ragging:

- Ragging is an offense punishable by Law.

5. Damage to Institute's Property:

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

6. Event / Function Discipline:

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

7. Remaining Absent for Lectures:

- If found absent/late for any lecture, the student must write an assignment given by the respective subject teacher and submit it by the end of the same day.
- No student will leave the campus without due permission from the concerned authority.

8. Mobile/Handset/Telecommunication Devices:

- 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:

- Grievances and suggestions should be placed in the Suggestion box.

10. Attendance:

- A student will be admitted to the semester examination if she/he has attended regularly the prescribed course of study for the relevant semester.
- She/he has attended not less than 75% of the total number of classes held.
- 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.
- For any queries or further clarifications of any information, students are advised to contact the office.