

## **GENERAL RULES AND REGULATIONS FOR MBA STUDENTS**

1. The students of the Institute are to conduct themselves in a disciplined and exemplary manner so as to maintain the reputation of the institute as well as their own.
2. Students shall not organize or convene any meetings or take part in any possession in/ around the campus without the prior written permission from the Principal / Director. Similarly no notice / brochure / poster / booklet / banner / C.D etc. should be exhibited or circulated on the campus without prior permission. Political activity of any sort is strictly banned on the campus. Collection of money from students for any purpose (shall not be done from any students inside the campus) is strictly prohibited. Any pooling of money for common purpose shall be done with the explicit permission from the Principal/ Director.
3. Students must not loiter in the Institute premises or cause disturbances to fellow students by moving or talking loudly in the corridors, staircases etc. when the classes are in progress. Free time should be best spent in the Institute library.
4. Students should cultivate the habit of reading notices put on the Institute notice board or sent through email. Ignorance of any instructions as contained in the notice will not be accepted as an excuse for failing to comply with it.
5. The following commissions and omissions on the part of the students will constitute breach of discipline and will be severely dealt with:-
  - Absence without prior permission from the mentor
  - Mass absence from classes
  - Drunkenness
  - Damage to the property of the Institution.
  - Violent or disorderly behavior
  - Theft/ fraud/dishonesty.
  - Copying of any form in assignments or in examinations.
  - Smoking within the campus.
  - Impersonation or proxy submission of assignments, reports and other documents to the faculty.
  - Dress code Violations
  - Non Submission of assignments
  - Disobedience in any form such as not meeting deadlines, not following instructions from Director/Deans/Faculty Members and other MIIM officials

- Any form of misbehaviour inside MIIM or outside while representing MIIM (Students participating in intercollegiate events should behave decently to keep up the dignity and reputation of the Institute.)
- Involvement in criminal cases, Students participating in intercollegiate events should behave decently to keep up the dignity and reputation of the Institute.
- MIIM is English speaking campus. No vernacular languages allowed.

### **Attendance and Leave Rules**

1. The Institute requires of every student punctuality and regular attendance during all Class Sessions, as an important part of the training of a manager to instill a sense of duty and personal responsibility. Absence from class may mean loss of internal marks.
2. Absence without permission is considered a serious breach of discipline and the student is liable to disciplinary action.
3. Continuous absence for a period of more than 4 days without prior permission of Dean/mentor will result in automatic removal from the roll.
4. For absence due to illness, the leave application should be supported by a medical certificate issued by a registered medical practitioner, not below the rank of Assistant Surgeon.
5. All the leave applications must be countersigned by Parent / Guardian / Warden and must be recommended by the mentor and forwarded to the Dean Academics.
6. Students will not be allowed to enter the class room after faculty has entered the class. No late coming is allowed.
7. Students are not permitted to leave from an ongoing class unless a note sent form Director or Dean academics
8. Students are not allowed to spend time with any other faculty during normal class hours unless prior explicit permission has been obtained from the faculty who is engaging the session during that time
9. Casual Leave: Permission with signature from the mentor & the Dean –academics
10. For all Leave without prior intimation: Students to submit medical certificate and parents' letter upon return and the Dean/Director will decide each case on its merits
11. Attendance is compulsory on the reopening and closing day of the vacation, semester and other holidays, absence or late coming on Monday / Beginning of the week students

should meet the Director /Dean with the necessary documents to get the penalty which may be

(a) submission of the complete class notes of the missed classes in one's own handwriting (b) read a book as given by the Director/Dean and submit a book report and discuss the contents with them 75% minimum attendance in each semester is compulsory failing which, the student will have to repeat the entire semester.

No student shall be allowed to appear for the University examination, of a course if he or she has not secured minimum 75% of attendance for each course during the semester. However the institute expects each student to have not less than 90% attendance in each semester.

In case of emergencies students shall apply for leave and intimate the respective mentors. Unauthorized absence will invite a disciplinary action.

## **EXAMINATION GUIDELINES**

### **Code of Conduct for Examinations**

Students shall be admitted to the examination hall ten minutes before the scheduled start of the examination. It is the responsibility of each student to ensure that he or she brings all such academic instruments to the examination hall.

A student shall not be allowed to enter the exam hall after 30 minutes of the commencement of the exam. Students shall not be permitted to leave the examination hall during the 60% of the total time allotted, or the final 10 minutes of the examination. Any student found having in his/her possession or using any unauthorized materials or paper shall be considered as an academic misconduct. A Supervisor, Invigilator, or Examiner has the authority to confiscate such documents and the disciplinary committee will impose appropriate penalty.

No Student shall take into an examination hall any electronic calculator or other means of data storage or retrieval unless specifically authorized. A Supervisor, Invigilator or a higher competent official has the authority to confiscate such unauthorized items. Where also specified, an electronic

calculator must carry an official mark indicating that it has been approved for use in College examinations.

Use or possession of electronic items such as calculators, video/audio equipments, mobile phones, analogue or wrist watches is at the discretion of a Supervisor/Invigilator or a higher competent authority and who has the authority to confiscate and deprive such gadgets until the examination is concluded.

Students shall not remove from an examination hall any paper except the question paper and such tables or papers, if any, as they were authorized to take into the hall.

No student shall communicate with any other student during an examination session.

Students shall maintain perfect silence and attend to their papers only. Conversation, gesticulation or disturbance in the examination hall shall be deemed as a violation

Students shall not leave their places during a session except with the consent of the Supervisor or the Invigilator.

Students shall be dressed decently and not in a manner that is likely to create a disturbance in the examination hall, or to distract the attention of other students.

A Student who acts in such a way causing disturbance or inconvenience to other students shall be warned and may, at the discretion of the Supervisor or Invigilator either be required to change seat or be dismissed from the session.

There shall be other rules which will be announced at the exam hall.

Violation of any of the rules of conduct of examination will be viewed as a serious offence and will result in all or any of the punishments such as cancellation/ disqualification of all examinations, suspension/expulsion, or any other appropriate punishment as per the discretion of the Director. Malpractices in University examination will lead to debarring the student from examination as decided by university authorities.

For taking re-examination ( for those who were absent without proper permission as above, a minimum of Rs.1000 will be charged as reexamination fee)

Leave during Internal Exams, students should get permission with signature from the mentor and the Exam Coordinator

All these rules and regulations are applicable to all internal, model and university exams.

## **Ragging**

Ragging of any kind is strictly prohibited on the campus. Ragging is considered as an inhuman and heinous crime, and any student found guilty would be expelled from the institute after due investigation. Criminal prosecution procedures would be filed against guilty, if necessary. Any such things shall be brought to the notice of Disciplinary and Anti-ragging committee.

### **UGC on Ragging (UGC Notification No.FI – 16 / 2007 (CPP-II) April 2009**

*Ragging means the following:*

A conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. (Ref.3.4)

Every student of this Institute is required to possess and wear an Identity Card with his / her passport size photo affixed and signature attested by the Principal / Director. Since duplicate copy of I.D Cards are not normally issued, the students are advised to keep their I.D Cards safely.

Redressal of any grievance is by mutual discussion or arbitration only. No student or parent shall demonstrate against the Management on any ground, nor shall they go for any legal action against the Principal /Director or the Management.

Non – compliance with the rules of the Institute will attract, suitable fines, apart from other punitive measures.

Decisions on matters not covered by the existing rules are at the absolute discretion of the Principal / Director.

## **DRESS CODE AND GROOMING**

All the first year MBA students are required to adhere to the uniform Dress Code as indicated below:

### **Boys:**

- Formal shirts and trousers with tie & blazers and black shoes

### **Girls:**

- Formal shirts and trousers, with scarf & blazers and half shoes
- For Evening Sessions, smart casuals may be used.

## **Violation of Dress Code will result in disciplinary action.**

### **Groomed Management Professional**

The importance of maintaining exquisite standards of grooming cannot be overlooked in the management sector. “Apparel proclaims the man”, it is said. Our personality and attitude is reflected in our dressing style and appearance. Each of us is different in personality, physical appearance and background. Yet if we set quality grooming standards and maintain them meticulously, we’ll be able to improve our personality and physical appearance.

When we have a neat appearance and appropriate attire, it will not only brighten our career prospects but also make us a role model for others.

The way one looks says a lot about the institution where he/she is trained. In order to achieve the best grooming standard for the students of the Marian International Institute of Management, we have laid emphasis on uniforms, accessories, colour, hairstyle, and other details which have been discussed to form guidelines. All the students are expected to be aware of and adhere to these basic guidelines laid down.

### **Gentlemen Look**

- Hair must be cut periodically and neatly in a natural style that it does not extend beyond or cover any part of the ears. It must be neatly tapered at the back and on the sides,

forming a smooth symmetrical appearance. Hair sticking out or over the shirt collar is not acceptable. Putting the hair behind the ears also is not acceptable

- Dandruff in the hair is to be avoided at all costs
- Side burns should be neatly trimmed and may be permitted to extend to the middle of the earlobe, following their natural contour
- Earrings for men are unacceptable.
- Moustaches / French beard must be neatly trimmed.
- Daily morning shave is a must
- Ensure a smooth shave look. 6 o' clock shadows are unacceptable
  
- The nails should be closely nipped and should not extend beyond the tip of the finger. Finger nails should be clean and presentable at all time.
- The uniform should always be clean and well ironed
- Shirt must be well laundered with clean collars and cuffs
- Trousers should be well ironed with a sharp centre crease
- The length of the trousers must just cover the shoes
- The coat/blazers must be properly ironed and brushed
- The buttons on shirts and blazers shall not be loose
- Tie when knotted should reach the top of the belt buckle
- Background colour of the tie should match the colour of trousers
- It is a must to wear regular shoes matching the uniform colour. No fancy styles or models will be permitted. They must always be well polished and kept in a good state of repair
- Socks should be black / navy blue in color and of a plain design and should be changed daily. Sagging socks give an untidy look and are unacceptable
- Pan chewing, eating pan masala, supari or chewing gum are prohibited

**Failure to adhere to the established standards will result in disciplinary action**

### **Ladies Look**

- The uniform should always be clean and well-ironed: Shirts must be well laundered with clean collars and cuffs. The Coat/Blazers must be properly ironed and brushed
- Rings strung on any part of the person are not acceptable.
- The buttons on shirts and blazers should not be loose.

- The nails should be closely clipped and should not extend beyond the tip of the fingers. Finger nails should be clean and presentable at all times.
- Soft make-up is preferred.
- The eyes should be made up in a soft manner. Harsh, colored eye-liner or frosted eye shadows must not be used.
- During interviews, Indian formals can be worn.
- Hair must look clean and shiny at all times
- Very short hair must be trimmed periodically
- Short hair which is above the shoulders in length must be neatly combed to give a sleek, shiny appearance
- Hair styles with the hair falling on to the forehead are not permitted
- Hair that fall below the shoulders in length must be made into French roll or low bun or clipped together neatly.
- Dangling earrings should not be worn.
- Only nose studs can be worn. Nose rings are not allowed.
- Ladies must wear black shoes, preferably court shoes. Ensure that the shoes are not embellished with studs.
- ● High heeled shoes are not permitted.
- ● Ladies with shoes must wear stockings
- ● Skin coloured stockings are preferred
- ● Pan chewing, eating pan masala, supari or chewing gum are prohibited
- ● Any medical exceptions must be presented to the Director for approval.

**Failure to adhere to the established standards will be resulting in disciplinary action**

**Use of electronic devices** -The use of mobile phones, laptops and other electronic devices is prohibited during class sessions except when explicitly authorized by the faculty member for educational purposes. If found using , it will be confiscated and kept with the administrator for 3 days and second time for a week and third time will not be returned. It will be reported to the Mentor and Disciplinary committee. Each time, the student should apply to the Dean of Administration with an apology letter.