

**Code of Conduct**  
**For Students**

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## **Principal's Message**

Dear Students,

You are an honorable person and a family member of this great Institute. The Institute expects you to behave like a decent, well-mannered polite and highly academic man/woman both within and outside of Campus to keep the glory and fame of the institute. Institute does not expect any indiscipline or indecent behavior from you.

There are certain rules and regulations framed by the Institute, which are to be followed to maintain the cordiality and family atmosphere in the campus (among the students and staff-teachers and non-teaching).

The Proctorial Board, disciplinary authority of the Institute, has been formed to help you out from any difficulty and to see that the disciplinary rules are followed properly by you. If you find any indiscipline or indecent behavior of any student in the campus of this institute, it is your responsibility to bring that to the notice of Proctorial Board.

In case of any indiscipline or unwanted behavior or defying of rules by you, framed by Proctorial Board, your attention will be drawn by the Proctorial Board to give you an opportunity to explain your points. If you are found guilty, after enquiry, then the Proctorial Board will award punishment, and Proctorial Board's decision will be binding on you.

Proctorial Board is conscious of and is concerned about your interests and future. They would help how to build good character. If anybody harasses you, threatens you, steals your belongings, manhandles you, beats you, terrorizes you with arms ammunitions etc. Then take the help of proctors or Chief Proctor by reporting the matter to the Board without any hesitation.

I wish you a pleasant atmosphere, here in IPSA.

Principal,

IPS Academy, Indore

## **PREFACE**

IPS Academy is a name synonymous with value-based education. IPS Academy, Indore aims to inculcate ideals and values that will help students to emerge as better human beings. In keeping with the tradition of the institution, all student of the Academy are asked to maintain discipline and decorum in the campus and refrain from any activity that can tarnish the reputation of the institution.

IPS Academy, Indore has adopted the following norms that are binding upon all its students. Violation of this will result in inviting disciplinary action under Act such as IPSA/University/UGC/AICTE regulations.

Principal,  
IPS Academy, Indore

## **1.0: GENERAL DISCIPLINE**

- 1.1: Students are expected to conduct themselves at all times in class and campus in a manner that befit executives in the making.
- 1.2: The use of cellular / mobile phones and other wireless equipment is prohibited in the working areas of the Institute (classrooms, corridors, library, Computer Lab etc.). Violation of this rule may lead to confiscation of the instrument by the authorities and fine could also be imposed for such violation.
- 1.3: Library rules should be obeyed implicitly. Disciplinary action will be taken against students who tamper with library books, mark on the books, deface the book or tear pages from the books.
- 1.4: The Computer Lab also has its own rules, which the students are expected to observe. Students who misuse the facilities will not be entitled to use the lab facilities.
- 1.5: Students are expected to observe silence in the designated silence areas.
- 1.6: Students are also expected to conduct themselves with propriety in the hostel and outside the campus. Students who get involved in public disturbances will face suspension or possible expulsion from the Institute.
- 1.7: Ragging anywhere & in any form or time, in the campus or outside the campus as well as in the. Hostel, is strictly prohibited by court of law and all senior students are asked to adhere to this rule. Student found involved would be rusticated from the Institute and handed over to the Court of law.
- 1.8: Smoking and use of alcohol are strictly prohibited in the campus.
- 1.9: Students should come to the class room in decent and presentable attire. Dressing of students should be as per dress code.
- 1.10: Students should help in keeping the campus neat and tidy. Spitting, throwing pieces of paper, writing on the walls, etc are not allowed inside the college campus & are strictly banned.
- 1.11: College fee, exam fee, hostel mess dues and other charges should be paid well in time failing to which, extra fine would be charged.
- 1.12: Do not bring any political influence in matter pertaining to your career.
- 1.13: Discipline and decorum should be maintained in College function / Convocation / College Day / Sports Day etc.
- 1.14: Strike, Picketing, Gherao are totally banned in the campus.
- 1.15: Use of Internet for the purpose other than academic related activities is banned.

## **2.0: DRESS CODE**

2.1 Students are expected to be in formal dress at all times during the term, while they are in campus.

The recommended dress code is:

### **In summers:**

- For boys: Plain White full-sleeved Shirt, Grey trouser and Black leather shoes (Neat haircut with beard shaved).
- For girls: White Salwar, White dupatta, Grey Kameez and Black Sandals.

### **In winters:**

- For boys: Plain White full-sleeved Shirt, Grey trouser and Black leather shoes with Blazer & tie as per the Institute's norms.
- For girls: White Salwar, White dupatta, Grey Kameez and Black Sandals with Blazer as per the Institute's norms.

Note: Sports Shoe and floaters are not allowed except if permitted from the respective authority. For boys Haircut should be neat.

2.2 On formal occasion, during special seminar and presentations, educational tours, industrial visits and other functions arranged by the Institute, all the students will be required to wear the Uniforms recommended by the Institute.

2.3 CEOs, senior bureaucrats and other distinguished guests frequently visit the Institute. Students are requested to bear in mind that they are projecting an image of the Institute which has an enviable placement record with some of the best organizations in the country.

## **3.0: PUNCTUALITY AND RESPONSIBILITIES OF STUDENTS**

3.1: Students are expected to be punctual for their classes, as well as for seminars, presentations, and assessment tests.

3.2: It shall be the responsibility of the students to read, become familiar with and adhere to this Code and any amendment brought to this Code.

3.3: It shall be the responsibility of the students to report any violation of this Code to the functionaries under this Code.

## **4.0: ASSIGNMENTS AND REPORTS**

4.1: Students are strongly advised not to plagiarize /copy verbatim from other sources including the internet, material for their assignments and reports. This will lead to the student being awarded zero marks for that particular assignment.

4.2: Students are expected to submit all their reports and assignments on or before the date as specified by the Coordinator/ Faculty member.

## **5.0: EVALUATION PROCESS**

- 5.1: Evaluation process will be as per the norms of the University set Course.
- 5.3: Students are not permitted to miss any examinations - the internals conducted during the semester and the final examinations held at the end of the semester.
- 5.4: Students must fill up the university examination form thoroughly and properly before the announced date. Failing this their right to appear in the examination may be cancelled.
- 5.5: Use of any unfair means during the examination is a punishable offence and disciplinary action will be taken against defaulting students.
- 5.6: Preparations for examination should be done on the basis of prescribed syllabus and previous university examination papers. In order to be familiar to the pattern of University examination always solve question from past examination papers.
- 5.7. The detail procedure of internal and external examination is available in the academic admin office and it will be circulated at the beginning of each semester.

## **6.0: ATTENDANCE REQUIREMENTS**

- 6.1: Every student is expected to have a minimum of 75% attendance during each semester.  

A shortfall in this requirement will mean that the student will not be eligible to appear for the final examination.
- 6.2: An exemption of attendance may be given to students involved in work assigned to them by the Institute. This will be entirely at the discretion of the concerned faculty members and the Programme Coordinator.
- 6.3: Attendance at special seminars and Guest lecturers is compulsory for the designated classes.

## **7.0: HOSTEL**

- 7.1: Students are expected to observe strictly the rules of the hostel where they reside, whether inside or outside the Academy.
- 7.2 Any complaints regarding the students from the hostel authorities will be taken up by the Disciplinary Committee and appropriate action taken by the Principal.

## **8.0: GENERAL RULES**

- 8.1 Students are expected to make proper use of all the amenities provided on campus including the library, lab and the common room facilities. Disciplinary action will be taken against students who misuse these facilities.
- 8.2 Students' vehicles should be parked in the area allotted for this purpose.
- 8.3 Students are required not to litter classrooms and other working areas of the Institute.
- 8.4 Projectors and other audio-visual equipment used in class should be handled with care. Any damage would result in disciplinary action against the whole class.
- 8.5 All the lights and fans must be switched off by the student who is the last to leave the class room. All students are enjoined to conserve electricity in the interest of the Institute and the nation.
- 8.6 Students are not allowed to chew gums or any other eatables while lecture is going on.
- 8.7 Students are not allowed to use mobile phone during lectures.

## **9.0: DISCIPLINARY ACTION**

- 9.1: All cases of individual misconduct/indiscipline will be investigated by the Disciplinary Committee duly constituted by the Principal. This committee will hear the students' viewpoint before making its recommendations to the Head of committee in each individual case. The decision of the Committee Head shall be final and binding.
- 9.2: Disciplinary action for misconduct will include the imposition of a fine, exclusion from the award of trophies/ prizes, withholding of placement opportunities on campus, debarring from appearing for the final examinations, and in serious cases, suspension/ expulsion from the program.
- 9.3: The Institute reserves the right to ask a student to leave the Program at any time in the course of the academic year, should the student's academic performance and general conduct as adjudged by the Institute be found unsatisfactory.

## **10.0: BEHAVIOUR OF THE STUDENTS**

- 10.1: Students must respect their seniors whether being the faculty, staff or any other senior student of the institute.
- 10.2: Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandahs or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as stairs, footpaths etc.
- 10.3: Silence shall be maintained in the premises of the Institute.



10.4: Politically based students' and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.

Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.

10.5: Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.

10.6: Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.

10.7: No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels. The possession, distribution or exhibition of any item by any means which is *per se* obscene is prohibited within the Campus or on any property owned/ managed by the Institute.

10.8: No student shall collect money either by request or by coercion from others within the campus or hostels.

10.9: No student shall exert undue influence on fellow students.

10.10: No student shall enter or leave the classroom when the session is on without the permission of the faculty.

10.11: Any case of criminal activity or violation of law and order in the Institute Campus will be reported to the police.

10.12: Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.

10.13: Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

10.14: Any conduct which leads to lowering of the esteem of the Institute is prohibited.

10.15: Groupism of any kind that would distort the harmony is not permitted.

## **11.0: CAMPUS DECORUM**

11.1: Students should help in keeping the campus neat and tidy. Spitting, throwing pieces of paper, writing on the walls, etc are not allowed inside the college campus.

11.2: Students should act in a responsible manner and should not harm or damage the college building, books, equipments, furniture, etc.

- 11.3: The cost of any damage so caused will be recovered from the students.
- 11.4: Vehicles should be parked in assigned parking lots only.
- 11.5: No notice of any kind shall be circulated among students or displayed on notice boards or black boards without the written permission and approval of the Principal.

## **12.0: CLASS ROOM DECORUM**

- 12.1: On entering the class, students should observe strict silence irrespective of the presence or absence of the faculty member.
- 12.2: No student is permitted to leave the class room during class hours under the pretext of going toilets, visiting office, etc.
- 12.3: You are supposed to procure your identity cards from the Admin office. The security guards would allow you to enter the Institutional premises or the classes only when you show your identity card to them.
- 12.4: You are not supposed to remain absent from the classes without prior permission of the faculty coordinator. Disciplinary action would be taken against such students under intimation to their parents/guardians.
- 12.5: In case the class is vacant, students would not loiter in the corridor and cause noise pollution. They should use their vacant hours in the library.

## **13.0: COMPUTER LAB DECORUM**

- 13.1: The Computer Lab also has its own rules, which the students are expected to observe.
- 13.2: Students who misuse the facilities will not be entitled to use the lab facilities.
- 13.3: Students shouldn't use Internet facility for works other than academic activities e.g. playing games or using social networking websites, etc.
- 13.4: Students aren't permitted to use lab facilities during their lecture timings.
- 13.5: Students must pay special attention to the use of equipments in the lab. Any damage may result in imposition of fine.

## **14.0: EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES**

- 14.1: Annual function will be celebrated every year, industrial visits and educational tours are also arranged.
- 14.2: Students are advised to maintain the decorum while annual function and other activities arranged by the Department & the Institute.

- 14.3 You will be given opportunity to develop your personality & communication skill. Never miss the opportunity in your own interest.

## **15.0: STUDENTS COMMITTEES**

- 15.1: There are various Student Committees formed with the objective of overall development of the students. These Committees empower students with creative, innovative and talent nurturing activities which contribute in knowledge creation and sharing, learning and continuous development of the students.
- 15.2: There are several activities initiated, organized and conducted by the students under the various Committees such as Management games, Role plays, Quiz, Seminars, Workshops, Conferences, Brainstorming sessions, Industry visits, Guest lectures, live projects and many more. These activities help in enhancing student's managerial skills and thereby increasing their Employability quotients for better placements.
- 15.3: It is expected that students actively involve themselves in at least one of these Committees. Guidelines for participating in these Committees would be intimated to the students from time to time.
- 15.4: The students are encouraged to participate in various off campus competitive Co-curricular and Extra -curricular activities for improving their leadership, team building and various other managerial and employability skills

## **16.0: MENTORSHIP PROGRAMS**

The institute grooms the students using a unique Mentorship platform under which the faculty mentors guide and counsel the students on one-to-one basis for their holistic personality development. The major objectives of this student centric mentorship program are:

- To foster the growth and development of the mentees focusing on the following needs:

**Academic** - Curriculum and Application based learning etc

**Personal** - Etiquettes, Attitude, Behavior, mannerism etc

**Professional** - Enhancing the communication skills, personality traits, guidance for Summer Internship and live research projects, CV designing, interview handling skill etc. for increasing Employability quotient of their mentees.

- Setting Specific, measurable, customized, pragmatic and time bound plans for overall development of the mentees.
- Implementation of the action plans both Individual and Group need based.

## **17.0: PLACEMENT RULES**

IPS Academy would facilitate final placement of its students, who will successfully complete their academic requirements and their conduct and behavior has been noted satisfactory.

### **Attendance Criteria for Placements**

- 17.1: Student is required to have a minimum of 75% attendance during the term.
- 17.2: Attendance for all placement activity is mandatory. Even if any student is unable to participate in any placement related activity due to exigency, it would be mandatory for him to inform the same to the placement cell. Failure to notify about the absence would result in his/her name not be considered for the final placement.
- 17.3: Attendance for the Pre-Placement Talk (PPT) is compulsory for all the students. In case student does not attend the PPT of any company (without any genuine reason), he/she will not be allowed to sit for the final recruitment in the company.
- 17.4: It shall be mandatory for short-listed students to appear for the final interview. Absence from the interview shall debar short-listed student/s from the placement activity.
- 17.5: Regular absentee/s of placement activities will be debarred from final placement.

### **Do's and Don'ts for Placements**

- 17.6: Students are required to attend PPT and the selection process for final placement strictly in formals. (Blazer with matching tie / Business Suit / Saree). Those who do not comply will not be permitted to attend the same.
- 17.7: Students must keep their Identity Card with them at the time of PPT/ Group Discussion/Interviews, and produce the same when demanded by the visiting team or placement officer or their placement representatives.
- 17.8: Students are not allowed to interact with the company executives directly. Any queries must be clarified during the PPT itself. Subsequently, they can bring their doubts (if any) to the notice of the placement officer and then the placement officer will take necessary action to solve specified queries.
- 17.9: Students must carry their resume/ C.V. with the copy credentials and latest color photograph in a proper portfolio at the time of interview. It is the duty of students to submit the copy of resume/ C.V. to the placement office before the commencement of

placement process. Those who do not comply will not be permitted to attend the interview.

17.10: All students would have to submit the summer project/ dissertation etc in the format as explained in the class.

### **General Rules for Placement:**

17.11: Information about company's schedules concerning final placement will be displayed on the Placement Notice Board and copy of same will be forwarded to the e-mail addresses of the respective students. It will be the duty of every student to see the Notice Board; check his/her email and keep themselves updated.

17.12: The Companies who are not doing a formal PPT, the profile of those company and job description will be displayed on the PLACEMENT NOTICE BOARD, it is expected that the students keep themselves updated about those companies by visiting the respective company's latest website.

17.13: The students will be eligible to get only one offer from the company in respect of final placement through the institute. In case, any student is not willing to accept the same, he/She has to arrange his/her final placement entirely on his/her own.

17.14: Student is free to make his/her own arrangement for the final placement. In all such cases the student needs to communicate the same in writing to the Placement Officer before the commencement of the final placement process. These students have to keep the Placement Office informed of the status and submit required documents on time.

### **Note:**

- The Placement procedure should be taken in the right spirit. Any student found influencing the interview panel directly or indirectly with personal contacts will be disqualified.
- Sharing of placement related information with outsiders is strictly prohibited. If any student is found doing the same he/she will be debarred from further placement activities.
- Any student violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehavior there by damaging reputation of the Institute will be debarred from availing any further placement facilities and is liable for strict disciplinary action, as per the Institute rules and regulations.

- The Institute reserves the right to change/ modify any or all of the above mentioned rules / regulations and procedures, whenever it is deemed necessary to do so.

## **18.0: FEEDBACK/SUGGESTIONS/GRIEVANCES REDRESSAL**

18.1: Improving the students experience is a key theme at IPS Academy. We value your feedback and encourage you to write to us at:

**principal@ipsacademy.org** for any improvement you would like to make to the IPS Academy experience.

18.2: Students can freely approach the faculty members (mentors) in respective areas with their queries/grievances and seek assistance and guidance at designated time mentioned in course outline.

18.3: Students feedback on the conduct and coverage of various courses and related sessions is sought by holding formal feedback sessions for every term.

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## **STUDENT'S UNDERTAKING**

I have gone through the “**code of conduct for the students**” of IPS Academy, Indore and I undertake that I shall abide by the rules and regulations in the manual during my tenure as a student of this institute. In case of any deviation, I shall be liable for punishment as deemed fit by the authorities.

**Student's Name** :

**Signature** :

**Enrollment No** :

**Batch** :

**Parent's/Guardian's Signature** :

**Contact no. of the Student** :

**Contact no. of the parent/Guardians:**

**For All Parents/Guardians**  
**Anti-Ragging Affidavit (Mandatory for all Students)**

It has been made mandatory by the AICTE and by the Hon'ble Supreme Court that each student is to provide an online affidavit to the effect that he would not indulge in any ragging activities (Format 1). It has also been made mandatory for the parents to give a similar online affidavit saying that their wards would not indulge in any such ragging activities (Format 2). Separate formats have been designed for both the students and parents.

Students and parents are advised to read carefully the Regulations of All India Council for Technical Education (AICTE) which was notified vide F.No. 37-3/Legal/AICTE/2009 dated 01 July 2009 and submit the affidavits in original to the **Admin Incharge latest by 14<sup>th</sup> August.**



**ANNEXURE AFFIDAVIT BY THE STUDENT (Format 1)**

I, \_\_\_\_\_  
(full name of student with admission/registration/enrolment number) s/o - d/o Mr./Mrs./Ms

- 1) having been admitted to \_\_\_\_\_ (name of the institution) have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 8 and clause 8.4(a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 4 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8.4(a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

**Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_**

**Signature of Deponent**

**Name:**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) and \_\_\_\_\_ (year)

\_\_\_\_\_  
**Signature of deponent**

Solemnly affirmed and signed in my presence on this (Day/Month/Year) \_\_\_\_\_ after reading the contents of this affidavit.

**OATH COMMISSIONER**

## ANNEXURE II AFFIDAVIT BY PARENT/GUARDIAN (Format 2)

I, \_\_\_\_\_ Mr./Mrs./Ms. (full name of parent/guardian) father / mother/guardian of \_\_\_\_\_ (full name of student with admission /registration/enrolment number)\_\_\_\_\_

- 1) having been admitted to \_\_\_\_\_ (name of the Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 8 and clause 8.4(a) of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 4 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8.4(a) of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

### Signature of Deponent

**Name:**

**Address:**

**Telephone/Mobile No:**

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_ (day) of \_ (month) and \_\_\_\_ (year)

**Signature of deponent**

Solemnly affirmed and signed in my presence on this (Day/Month/Year)\_\_\_\_\_ after reading the contents of this affidavit.

**OATH COMMISSIONER**