

Bombay Suburban Art & Craft Education Society's

**SHEILA RAHEJA SCHOOL OF
BUSINESS MANAGEMENT &
RESEARCH**

CODE OF CONDUCT



Index

Sr. No.	Title	Page No.
1	Governing Body	2
2	Director	4
3	Teacher	9
4	Administrative Staff	12
5	Students	18



CODE OF CONDUCT OF GOVERNING BODY

The Governing Body Shall-

- (a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable the college to foster excellence in curricular, cocurricular activities;
- (b) Decide about the overall teaching programmes or annual calendar of the collage;
- (c) Recommend to the management about introduction new academic courses and the creations of additional teaching and administrative post;
- (D) Take review of the self-financing courses in the college, if any , and make recommendations for their improvement ;
- (e) Make specific recommendations to the management to encourage and strengthen research culture consultancy and extension activities in the college;
- (f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- (g) Make specific recommendations to the management to encourage the use of information and communication technology in technology in teaching and learning process;
- (h) Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college;
- (i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- (j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (k) Make recommendations regarding the students and employee welfare activities in the college or institution;
- (l) Discuss the report of the Internal Quality Assurance Committee and make suitable recommendations



- (m) Frame suitable admission procedure for different programmers by following the statutory norms;
- (n) Plan major annual events at the college, such as annual day, sports events, cultural events etc.;
- (o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- (p) Consider and make appropriate recommendations on the inspection report, local inquiry report , audit report, report of the National Assessment and Accreditation Council, etc.;
- (q) Recommend the distribution of different prizes, medals, and award to the students.
- (R) Prepare the annual report on the work done by the committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- (S) Perform such other duties and exercise such other power as may be entrusted by the management and the university.



DIRECTORS' CODE OF PROFESSIONAL CONDUCT

The SRBS Directors' Code of Professional Conduct ("Code of Conduct") incorporates the values adopted by Sheila Raheja School of Business Management & Research (SRBS), and has been published to ensure that directors are committed to achieving the highest level of professionalism and integrity. This Code of Conduct amplifies the standards of ethics which should be adopted by directors in order to bring about the highest standards of conduct in the discharge of their office.

This Code embraces the values of honesty, integrity, personal excellence and accountability, which should be the cornerstone of directors' conduct.

PROFESSIONALISM

GENERAL

Principles

- It shall be the responsibility of a director to ensure that he has the relevant knowledge to carry out and discharge responsibly his duties as a director. He shall keep abreast of developments through continuing education. He must strive to improve and maintain his competence as a director.
- It shall be the responsibility of a director to fully understand the undertakings of the Institute he serves. A director must be fully apprised of the affairs, business and operations of the Institute, and should take such steps as are required or necessary to this end.
- A director shall endeavour to ensure compliance by the Institute with the Regulatory Authority.

DUE DILIGENCEPrinciple

- A director shall act with due diligence in the discharge of his office of director.

Guidance Notes

1. A director should seek to assist the Society in constantly improving the management of the Institute so as to protect and enhance the interests of stakeholders.
2. A director should endeavour to attend all meetings of the SRBS & University and participate fully in its deliberations. Where attendance at any meeting is not possible, appropriate steps should be taken to obtain leave of absence.

HONESTYPrinciple

- A director shall at all times act honestly, in good faith and in the best interest of the Institute.

Guidance Notes

1. A director shall maintain and exercise independence in his judgment at all times, and should take reasonable steps to be satisfied as to the soundness of all decisions taken by the Society of directors.
2. The director must at all times avoid being in a position where his independence is compromised.
3. A director should recognize the particular sensitivity of the position. Fiduciary duty requires the director to make a contribution in the interests of the Institute and the stakeholders as a whole and not only in the interest of the nominator. Where obligations to other people or bodies precludes an independent position

on an issue the director should disclose the position and seriously consider whether to be absent or refrain from participating in the consideration of the issue. The matter should be disclosed to and resolved by the Society.

CONFLICT OF INTEREST

Principles

- A director shall maintain transparency at all times and avoid placing himself in a position of conflict that may arise in any respect. He shall disclose immediately all contractual interest, whether directly or indirectly with the Institute.
- A director must not take improper advantage of his position. Specifically, he shall keep all information acquired as a director confidential and not make improper use of such information.

Guidance Notes

1. A director must not take improper advantage of his position to gain, directly or indirectly, a personal advantage or an advantage for any Associated Person, which may cause detriment to the Institute.
2. The personal interests of a director and those of the director's Associated Persons must not be allowed to prevail over those of the Institute's stakeholders generally. A director should seek to avoid conflicts of interest wherever possible. Full disclosure of any conflict, or potential conflict, must be made to the Society. In considering these issues, account should be taken on the significance of the potential conflict for the Institute and the possible consequences if it is not handled properly.

3. A director must not make improper use of information acquired by virtue of his position. This prohibition applies irrespective of whether the director would gain directly or indirectly a personal advantage or an advantage for any Associated Person or might cause detriment to the Institute.

COMPLIANCE WITH LAWS

Principle

- A director shall take all necessary steps to ensure that he and the Institute he serves observe all laws and rules governing its operation.

Guidance Notes

1. A director must acquire knowledge about the regulatory and legal context in which the Institute operates.
2. A director should, where necessary, obtain legal, financial or other professional advice on the Institute's affairs or in respect of his fiduciary or other duties. Where necessary, such advice may have to be obtained from advisors, independent of those advising the Institute. There should be an agreed procedure for directors in the furtherance of their duties to take such independent professional advice, if necessary, at the Institute's expense.

ACCESS TO INFORMATION

Principle

- A director shall insist on being kept informed, on a timely basis, of all-important developments in the Institute he serves.

Guidance Notes

1. A director must be at the forefront of the decision-making process. He must always be apprised of the Institute's progress to be an effective director.
2. A director should insist on access to complete, adequate and timely information. This information should be made available to directors in sufficient time to allow proper consideration of all relevant issues. Where information is not provided, the director should make an appropriate protest about the failure on the part of the management to provide the information and if necessary.

PERSONAL STANDARDS

Principles

- A director shall set and maintain high personal standards by honouring and promoting the Code.
- A director shall apply this Code in all circumstances. The Code should be a reflection of a director's personal values.

CODE OF CONDUCT FOR TEACHERS

I. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

TEACHER SHOULD:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- ii. Manage their private affairs in a manner consistent with the dignity of the profession.
- iii. Seek to make professional growth continues through study and research.
- iv. Express free and frank opinion by participation at professional meetings, seminars, conference, etc. towards the contribution of knowledge.
- v. Maintain active membership of professional organizations and strive to improve education and profession through them.
- vi. Perform their duties in the form of teaching, tutorial, practice, seminar and research work conscientiously and with dedication.
- vii. Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting with appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluations; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

- i. Respect the right and dignity of the students in expressing his/her opinion.
- ii. Deal justifies and impartially with students, regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among their personalities and at the same time contribute to community welfare.

- iv. Encourage students to improve their attainments develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention only to the attainment of the students in the assessment of merit.
- viii. Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- ix. Aid students develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

TEACHER SHOULD

- i. Treat other members of the profession in the manner as they themselves wish to be treated.
- ii. Speak respectfully to other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. TEACHERS AND AUTHORITIES:

- i. To discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interface with their professional responsibilities.
- iii. Co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- vi. Should adhere to the conditions of contract.
- vii. Give and expect due notice before a change of position is made and,

- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institutions, and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and non-teaching staff.

VI. TEACHERS AND GUARDIANS:**TEACHER SHOULD**

- i. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians their students send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:**TEACHER SHOULD**

- i. Recognize that education is a public service and strive and strive to keep the public informed of the educational programmes which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- v. Refrain from taking part in our subscribing to or assisting in any way activities which lend to promote feelings of hatred or enmity between different communities, religious or linguistic groups but actively work for National Intergration.





CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

The Administrative staff is expected to ensure in their daily duties in a manner that upholds the dignity of their profession; the terms and conditions of employment for administrative staff; and to exhibit a commitment to excellence in learning and teaching and a concern for the well-being of students, faculty, support staff, colleagues, the College, and the society in which all exists.

PROFESSIONALISM AND PROFESSIONAL CONDUCT

SRBS expects all administrators in its employ to conform to the explicit standards of professionalism as defined below. Administrative staff who demonstrate behaviour that does not comply with or that is inconsistent with the minimal standards of professionalism contained in this document may be subject to the range of disciplinary actions.

1.1 Scope

The term "professionalism" is used to describe adherence by administrative staff to an acceptable standard in the method, manner, and spirit in which they perform their duties. The professional conduct of administrative staff at Sheila Raheja School of Business Management is assessed in following key and distinct areas of College activity

- Management;
- Conflict resolution;
- Enactment of college priorities;
- Collective agreements;
- Public relations.

1.2 Adherence to Policies

The expectations of the College in relation to each of these areas will be described in detail in the following sections of this document. The College also expects that administrative staff will

- Familiarize themselves with College policies that are relevant to their responsibilities;
- Adhere to those policies to the best of their ability;
- Assist and encourage others to adhere to the policies, for example, by directing a student to the appropriate channels for appeal;
- Draw perceived problems with the policies to the attention of the Office of the Director;
- Familiarize themselves with and adhere to the relevant provisions of the *Ontario Human Rights Code* and the *College Prevention of Discrimination and Harassment* policy; and
- Familiarize themselves with and adhere to the policies regarding Intellectual Property, and

1.3 Unacceptable Behaviours

Administrative staff will not use the workplace or online environment to:

- Use scurrilous, profane, or obscene language;
- Make remarks or engage in behaviour that could reasonably be considered racist, sexist, or Discriminatory and will intervene if they witness such behaviour;
- Engage in behaviour or make remarks that could reasonably be interpreted as threatening and will intervene if they witness such behaviour;
- Intimidate any employee or student verbally, while they themselves strive actively to prevent others from engaging in such behaviour; or
- Encourage, by inaction or innuendo, the development of an environment that is fractious, disrespectful of others, or intolerant of order and good manners; -promote their personal, religious, political, social, or business agendas

In addition, administrators will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.



1.4 Online Environment/Communication Facilities

All staff must apply professional and ethical standards at all times when accessing, using, and distributing information and materials through the use of learning technologies. Staff must use computing and communication facilities and services only for the purposes for which they are authorized. Technologies must not be used to access, use or distribute materials that are obscene, vulgar, or pornographic, or that might be perceived by others as harassment or intimidation.

The College believes that every user bears the primary responsibility for the material she/he chooses to access, send, or display.

2 MANAGEMENT

2.1 General Expectations

The administrative staff are expected to:

- Demonstrate courtesy and respect in all dealings with students, academic employees, and support staff;

- Be fully conversant with all aspects of the College's policies and procedures and will be prepared to implement them;

- Demonstrate their respect for the professionalism of faculty and support staff;--ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee;

- Give faculty and support staff who agree to accept assignments currently outside their qualifications and skills, but within their expected potential a commitment to provide the time or training needed to successfully perform these assignments;



- Be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them; meet College deadlines for preparation of such items as standard workload forms, timetable profiles, and textbook ordering, as well as deadlines for submission of grades, timesheets to payroll, and budget data;
- Practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of College funds;
- Demonstrate support of the need for accurate class lists by supplying them in a timely fashion; and
- Establish and maintain cooperative and collegial relationships with other administrative staff members;
- Work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.
- Exercise caution in the expenditure of College funds and ensure that due process and fair bidding practices are observed.

2.2 Relationships

Managers at the College will be aware that there are limitations on the nature of the collegial relationships they can have with faculty, staff, and students. Managers will, for example:



-Avoid activities which might give rise to a perception of favouritism;--refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic employee, support staff member, or other administrator, other than in the context of receiving a report regarding an issue of concern;

--Acknowledge any conflict of interest with faculty or staff due to a pre-existing relationship and attempt to resolve any difficulties that may arise;

--Maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the College, and

--Refrain from engaging in behaviour on College premises that is inconsistent with their role as College leaders.

3 Conflict Resolution

Processes of conflict resolution from a central mandate in job descriptions of all College management. Administrative staff will demonstrate professionalism in conflict resolution by doing the following:

-Respecting the dignity of all parties involved;

-Refusing to allow their own perception of the importance of the nature of the conflict to preclude attempts to achieve resolution of the problem;

-Ensuring that specific complaints are resolved by a specific timetable for the resolution with all parties concerned;

-Refusing to permit the same complaints or concerns to be raised without making a commitment to resolution, followed by reasonable and appropriate efforts to attain resolution; and

-Ensuring that the terms of all resolutions of specific complaints are appropriately documented.

ENACTMENT OF COLLEGE PRIORITIES

Administrators will ensure that the priorities of the College are addressed. Administrative staff will:-clearly communicate these priorities to everyone in their department;-ensure that no activity in the department is running counter to those priorities;-articulate departmental goals that further those priorities; and-seek training in those areas where they are not equipped to meet the priorities of the College.

COLLECTIVE AGREEMENTS

Administrators will demonstrate their understanding that the terms of their relationships with faculty and staff in their departments are governed by the terms of the collective agreements into which the College has entered by faculty and support staff.

Administrators must: -have a basic understanding of the terms of the collective agreements and seek counsel before taking action in areas of uncertainty -not knowingly subvert the intention of the collective agreements.

6 PUBLIC RELATIONS

Administrators understand that how they represent the College is vitally important to all members of the College community. Professionalism in the realm of public relations will be demonstrated by ensuring:-public statements are accurate, and-public statements do not misrepresent or distort the intentions of the College.

Administrators are responsible for ensuring ensure that the required statistical data provided for external agencies providing funds is accurate.

Administrators will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.



17
For Sheila Raheja School of Business
Management & Research


Director

CODE OF CONDUCT OF STUDENTS

1.0 About these guidelines:

- 1.1 These guidelines provide boundaries to the daily functioning of the Institute and enable effective delivery of infrastructure and academic services to the students.
- 1.2 Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board under the signature of appropriate authorities
- 1.4 The Rules and Regulations document of the Institute is the last word on the interpretation of any student guideline, rule or regulation.

2.0 General guidelines:

- 2.1 Cleanliness of the premises must be maintained by everyone at the Institute at every point of time. Eating food and carrying/drinking beverages in the classroom is strictly prohibited.
- 2.2 Ours is a non-smoking campus. Consumption of alcoholic beverages and presence on campus under the influence of alcohol is strictly prohibited and will be treated as serious offenses.
- 2.3 There is an extreme shortage of parking space and the students are requested to park their vehicles outside the premises.
- 2.4 Any problem with administrative facility, faculty, classroom and so on, must be addressed through the class representative who will take it up with the Director. In the absence of a satisfactory response from the class representative, the students may approach the Admin Office, Director.
- 2.5 Please keep your cell phones either switched off / on mute mode during class. Sending SMS / messages during class is not permitted. Failing to do so will lead to confiscation of the mobile phone and will be returned only after 24 hours.

- 2.6 The primary mode of communication with the students is the notice board. Students are required to view the notice boards daily to keep themselves informed, and not rely on rumour or hearsay about any matter.
- 2.7 All students are provided with an Identity Card, which they are required, to carry to college and wear when on campus daily. Failure to do so will lead to a fine of Rs.50/-. In case the Identity Card is misplaced / lost you will be required to pay of Rs. 250/- for replacing the identity card.
- 2.8 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in our Institute. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense.
- 2.9 Scribbling, writing, defacing, destroying or disrupting any wall, resource or property of the college is strictly prohibited and will be treated as serious offenses liable to disciplinary action.

3.0 Attendance, punctuality and leave guidelines for all students:

3.1 Attendance norms

- 3.1.1 A student must put in 75% of the total attendance for each subject in the absence of which he will not be eligible to write any exams (midterm / end term) for that subject.
- 3.1.2 In case of genuine medical/professional/other reasons for lack of attendance, the student is encouraged to attend classes the following year as per rules of re-registration of the Institute. Absence beyond 25% will not be condoned for any reason whatsoever.
- 3.1.3 Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to close the doors of the classroom and debar latecomers from entering the classroom and marked absent for that particular lecture. They have also been advised to deal with students who habitually come late.

- 3.1.4 Students are required to be present for all events of the Institute, including Svagam, guest lectures, compulsory workshops, CEO Series, and other events as intimated on the notice board. Record of attendance will be kept in action. The Institute reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be punishable by a fine of Rs. 100/- per event. Students will not be allowed to appear for examination until they have paid the fine for the same.
- 3.1.5 Students are required to be in Mumbai city on all days of the semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the Director. This applies even to those students who are representing the Institute for social, cultural, and co-curricular events.
- 3.1.6 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned. Please do not pester, embarrass, and coerce faculty members and others in the Institution to change or extend deadlines.

4.0 Examination guidelines:

- 4.1 Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and dealt with under Discipline procedures of the University.
- 4.2 Students must know their seat number before entering the examination room. Any student who has not been allocated a seat number should inform the General Office and complete the appropriate form/s prior to sitting the examination.
- 4.3 Students are not permitted to enter the examination room more after the commencement of the session. Students are not permitted to leave the examination room until half an hour after the start of the session or during the last fifteen minutes of the session.



- 4.4 Students are required to have identity cards and these must be made available to an invigilator upon request. Procedures may be implemented from time to time to establish the validity of a student's identity in the examination venue.
- 4.5 Food and/or drink will not be permitted in an examination room.
- 4.6 All writing, including the entry of names or other information on the examination paper, examination answer booklets, or the numbering of questions must be completed during the examination time.
- 4.7 Students are prohibited from carrying into the examination room any books, writing paper, notes, manuscripts, electronic media/ device, including electronic dictionaries, pagers, tablets, mobile handsets, mp3 players, personal digital assistants, any form of stored or recorded information.
- 4.8 If a mobile phone or any other electronic device is found switched on in a student's possession after the Examination started in the examination venue, it will be deemed as a Breach of Examination rules. Only a non-programmable calculator will allow.
- 4.9 Invigilators will advise the student that the phone will be held as unauthorized material and returned to the student at the end of that examination.
- 4.10 Examination answer booklets must be submitted intact. No part of an examination answer booklet may be defaced, torn, removed or destroyed.
- 4.11 All notes, rough work and calculations must be done in the examination answer booklet.
- 4.12 Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
- 4.13 An invigilator shall have the power to exclude a student from an examination on the basis of misconduct and submit a written report on the circumstances to the Director immediately after the conclusion of the examination.

- 4.14 A student caught cheating / breaching rules of examination will be barred from appearing for the exam in the respective subject as well as next two immediate papers.
- 4.15 A student who fails to attend an examination at the time and place published in the final timetable, displayed on the notice board, will be deemed to have failed in that subject. Opportunity for re-examination will be given according to the University rules and regulations for re-registration and re-examination, if any.
- 4.16 Students, if allowed to appear for examination by the Director, will not be compensated for time lost due to late arrival, regardless of the examination being administered
- 4.17 Students are not permitted share any writing materials, calculators during the exams.

5.0 Library rules and regulations:

- 5.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate disciplinary procedures.
- 5.2 Access to the library is restricted to staff and students of the SRBS who are in possession of a current valid identification card issued by SRBS.
- 5.3 Details of each user's name, address, department and such particulars as may be deemed necessary for the secure and effective operation of the Library's service are used in the Library's computer systems, on the understanding that this information will be held securely, divulged only as permitted and used only for the purposes registered and approved.
- 5.4 Students are required to carry their identity / library card to gain entry and to use the Library, and must produce this when required to do so by an authorized person. This card must be used only by the member to whom it is issued.

- 5.5 Bags, etc., are allowed in the Library at the discretion of the Librarian on condition that they may be inspected by Library staff if required and should be placed in the racks provided. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.
- 5.6 Silence is required in study areas. The use of mobile phones in the Library is prohibited. Phones should be either switched off, or set to silent ring mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library.
- 5.7 Smoking, consumption of food and drinks (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.
- 5.8 Photography, filming, videotaping and audio-taping in the Library is not allowed without the prior permission of the Librarian.
- 5.9 Student will return any book / reading material taken or issued for library reading to the library staff before leaving the library
- 5.10 Users are required to comply with copyright regulations as displayed by the photocopiers.
- 5.11 Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of SRBS, and development work associated with any of the aforementioned. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data, nor for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 5.12 The removal of any material from the Library must be properly authorized and recorded. Damage to, or unauthorized removal of, material constitutes a serious offence and may lead to a fine or to disciplinary action.

- 5.13 Loan allowances and periods are defined in guides to Library services. Material can be renewed remotely up to a maximum of three times unless it has been reserved by another user. A reserved item is subject to recall once it has been on loan for seven days.
- 5.14 Fines are charged on overdue items (current fine charges are available in the library). Students will normally be notified of overdue items. If fines or charges are outstanding, borrowing rights may be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid.
- 5.15 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. Borrowing rights are withdrawn while payment is outstanding.
- 5.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of the SRBS are outstanding.
- 5.17 The award of a SRBS qualification may be deferred until all books have been returned and outstanding fines/charges paid.

6.0 Placement Guidelines for Students:

- 6.1 Dress Code for all placement events: – Formal Shirt with Tie / Scarf & Blazer provided by the college.
- 6.2 Students are required to check the Placement Notice Board & their E-groups / emails regularly for information updates.
- 6.3 Students should prepare their CV's in the prescribed Institute format. Information on the CV should be accurate & honest. Any discrepancies will lead to the immediate expulsion of the candidate from the Placement Process.
- 6.4 Attendance for (Pre-Placement Talks) PPT is compulsory. Absence from any company's PPT will automatically disqualify a student from applying to that company.



- 6.5 During a PPT Students are expected to take their seats before the company arrives. All Mobiles are to be switched off during the PPT.
- 6.6 Students are expected to maintain decorum & abide by the Institute rules during the Placement Process.
- 6.7 Students are expected to read & come prepared with a background & a fact file on the Company holding the PPT.
- 6.8 Students who wish to drop out of the Placement Process are expected to notify the Placement Office immediately. For Students who have received Off-Campus Offer Letters for Summer/Executive Placements, it is mandatory to obtain the written permission of the Placement Coordinator before accepting the Offer.
- 6.9 No student is allowed to initiate any contact with Companies without the prior consent of the Placement Office.
- 6.10 Students will not be permitted to refuse or seek alternate employment / internships, once they have accepted offer letters from a particular company.
- 6.11 Placement Information is confidential & any Breach of Confidentiality will lead to strict action.
- 6.12 The above guidelines are applicable to all full-time MBA students of SRBS. Any student found violating these guidelines would be expelled from the Placement Process.
- 6.13 Placement Code of Conduct for all students eligible for placements for the year, will be announced well before the Placement Week. All students will be required to sign a declaration of adherence to this code.

7.0 Guidelines for the Use of Computing Facilities:

- 7.1 SRBS, invests significant resources in the provision of computing resources for students. In order to ensure maximum access, computing resources must be used in a responsible way. The students are responsible for ensuring that these resources are used in an appropriate manner.

7.2 You are strongly advised to read these regulations carefully. Failure to comply with the regulations will result in the withdrawal of your right to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice.

7.3 Provision of Computing Resources:

7.3.1 The students of SRBS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, act against the interests of the SRBS are prohibited. In the event of non-approved usage of the computing facilities, SRBS reserves the right to withdraw access to computing facilities at any time.

7.3.2 Use of SRBS computing facilities for students' commercial gain is prohibited.

7.3.3 Law: Your use of the computing facilities is governed by various applicable laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the SRBS.

It is your responsibility to ensure that your activities do not contravene these or any other laws.

7.3.4 Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of SRBS computing facilities.

Improper behaviour towards IS staff will result in formal disciplinary action.

7.3.5 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn pending the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily

7.4 These guidelines describe the reasonable and appropriate behaviour required by the Regulations for the Use of Computing Facilities at SRBS.



- 7.4.1 Please log your entry and exit time in the register maintained in the lab. Do not use or adopt any name or alias or user reference whether real or fictitious other than your own. Keep your bags in the racks provided in the lab.
- 7.4.2 Do not request resources or access rights that you are not entitled to.
- 7.4.3 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session and switch off the system unless prevented by system failure. Failure to do so may leave the account open for others to use. The institution accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- 7.4.4 Do not remove, borrow, connect or disconnect equipment without permission.
- 7.4.5 Do not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
- 7.4.6 Do not in any way cause any form of damage to the institution's IT facilities, nor to any of the accommodations or services associated with them.
- 7.4.7 Do not hack, access, copy, delete or amend or attempt so to do the computer account, information or resources of another user or of a system administrator without that person's permission.
- 7.4.8 Do not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- 7.4.9 Do not transmit unsolicited commercial or advertising material.
- 7.4.10 Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.

- 7.4.11 You must adhere to the terms and conditions of all license agreements relating to IT facilities which may include including software, equipment, services, documentation and other goods.
- 7.4.12 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege, not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.
- 7.4.13 Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output generated by others..
- 7.4.14 Do not load games, software onto, or play games software on, the IT facilities
- 7.4.15 Do not smoke, eat or drink, and do ensure that consumable products including food and drink are stowed away at all times, in any computer room or near any public access IT facilities.
- 7.4.16 You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- 7.4.17 You must obtain prior permission to use computers for commercial or outside work, including the use of IT facilities to the substantial advantage of other bodies such as employers of placement students.
- 7.4.18 Important: In the event that the guidelines are not followed and there is a consequent damage to any computing facility, SRBS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.
- 7.4.19 In case the students want to use the computer lab post lab hours they should request for the same through a written application to the Director at least 24 hours in advance. Minimum strength of students should be 12.



8.0 Dress Code

SRBS is a place where we have interactions with many corporate and international visitors. For this purpose, it becomes essential to adhere to some broad guidelines for dress and appearance

- 8.1 Students are required to wear formals for their classes.
- 8.2 Wearing of ID cards at all times is compulsory.
- 8.3 For all functions of the Institute, including seminars and conferences, students are required to dress in Institute blazer, institute Tie/Cravat/Scarf.
- 8.4 Students are expected to wear SRBS T-shirts on Mondays and Fridays. Students will be required to pay for the T-shirts which will be provided by the college.
- 8.5 All students are required to wear shoes every day. Any other form of footwear (e.g. Slippers, floaters, Sandals etc.) are not allowed.
- 8.6 Male students are expected to come well groomed with short hair & clean shaven.
- 8.7 Female students should avoid wearing sleeveless tops / shorts / deep necks, Capris.

Annexure - Internal Evaluation

The internal evaluation will be of 40 Marks which will be made of the following components listed below. The break up is as under.

a) Mid- term examination	Total 10 marks
b) Group Presentation/Role Plays/Case Studies / Assignment/Projects/Quiz (Any Two)	Total 20 marks
c) Attendance & Class Participation	Total 10marks

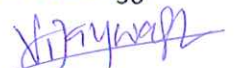
Total	40 marks

Marks for attendance will be allotted as per the slabs indicated below

Slabs	Marks
75% to 80%	2
80% to 85%	4
85% to 90%	6
90% to 95%	8
95% to 100%	10



For Sheila Raheja School of Business
Management & Research


Director