



NCRD's Sterling Institute of Management Studies

Approved by AICTE, New Delhi, DTE, Govt. of Maharashtra

Affiliated to University of Mumbai

Established in 2004

Code of Conduct Handbook for MMS & MCA Students

Prepared By

Dr. Sandeep Ponde (IQAC Coordinator)
Dr. Arjita Jain (IQAC Member)
Dr. Murlidhar Dhanawade (IQAC Member)

Approved By

Dr. Prashant Gundawar
(Director)

NCRD's Sterling Institute of Management Studies

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NCRD's STERLING INSTITUTE OF MANAGEMENT STUDIES

CODE OF CONDUCT FOR STUDENTS

This bye-law shall be applicable to all the students of NCRD's Sterling Institute of Management Studies, Nerul, Navi Mumbai, managed by National Centre for Rural Development (NCRD).

The Student Code of Conduct sets out the standards of conduct expected of students of NCRD's Sterling Institute of Management Studies. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

Definitions / Glossary

1. The word "student" when appearing in the following clauses means any person officially enrolled in a course runs by the institute.
2. The word "invigilator" when appearing in the following clauses means members of the institutes' academic or general staff or any other person authorized to assume responsibility for supervision and/or organization of the examination.
3. The words "examination room" when appearing in the following clauses mean any place in which an examination shall be or is being conducted.
4. The term "during an examination" when appearing in the following clauses means the period of time from the start of an examination until its conclusion, and includes any time allowed for reading an examination paper. These rules and regulations where appropriate, will also apply outside the examination rule.
5. The term "good cause" when applied to the exclusion from an Examination room in the following text will mean any breach of the requirements or any

conduct on the part of a student which can be classified as "misconduct" under the Institutes' Discipline regulations.

1. About Guidelines

1. These guidelines provide boundaries to the daily functioning of the Institute and enable effective delivery of infrastructure and the academic services to the students.
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/email under signature of appropriate authorities.
3. The Rules and Regulations document of the Institute is the last word on interpretation of any student guideline, rule or regulation. While efforts are made to ensure uniformity between these guidelines and the rules and regulations of institute, in the event of any dispute, the rules and regulations will prevail. The National Centre for Rural Development (NCRD) has the right to change the guidelines to meet the institutional objectives from time to time and the decision of the management will be binding on the students.
4. All disputes are subject to Mumbai jurisdiction only.

2. General Guidelines

1. Cleanliness of premises must be maintained by everyone in the institute at all points of time.
2. Ours is a non-smoking campus. Consumption of alcoholic beverages/toxic materials and your presence on the campus under the influence of alcohol/toxic material is a serious offence.
3. There is a shortage of parking space and the students are requested to park their vehicles outside the premises.
4. Any problem with regard to administrative facility, faculty and the classrooms etc., must be addressed through the class representatives who will take it up with the course coordinator. In the absence of satisfactory response, the student may approach the Head, Academic Administration / Dean / Director / Management.
5. In the case of Lecture Cancellation, the class coordinator/faculty will inform the said changes to the student class representative / respective students through the

notice board / email. Class representative will not arrange or cancel any regular/extra lectures, guest lecturers directly/indirectly by communicating with the faculty. No Lecture Cancellation can take place without the approval of Head of the Department.

6. Use of mobile phones during class is not permitted. Any student found using the mobile phone during class will be penalized as per the regulations in force.
7. Most classrooms are fitted with an LCD projector for the utility of the faculty and the students. In case a student requires a projector for his/her presentations, at a place where it is not fitted, he/she must make a prior request to the computer lab in-charge. LCDs and Projectors are allotted on first come first serve basis.
8. Mode of Communications to students is via Notice Board/email. Separate Notice boards are provided for each program. Students are advised to check the notice board at least once a day, and not to rely on rumor or hearsay about any matter.
9. All the students are provided with an Identity Card, which they have to compulsory wear at all times. Entry is strictly through Identity Card and will be monitored by the Institute authorities. Penalty will be levied/action will be taken for non-compliance.
10. The students will be issued **Duplicate identity card** only on submission of affidavit signed by a student in the requisite format mentioning the reason and on **payment of fee of Rs.100/-**
11. Students are requested to keep safety procedures in mind at all times. Fire Fighting mechanism are installed in strategic areas in order to ensure the safety and the welfare of everyone in our campus. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
12. The Institute shall not be held responsible for any act of the student amounting to indiscipline, misbehavior, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment if any, violence, non-obedience, non-compliance etc. inside or outside the campus. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions enacted by the local bodies, State and Central Governments. The Institute will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporations etc.

13. The students are required to complete the admission formalities for each Academic Year as per the schedule displayed by the Institute failing which late fee will be levied.
14. Students are advised not to bring costly items, jewellery and big amount of cash. Institute will not be responsible for any theft.

3. Dress Code:

Being a Higher and Technical Institute, our PG students we have interactions with many corporate and international visitors. It becomes essential to adhere to some broad guidelines for dress and appearance:

1. **Students are required to come in Institute Uniform on all Tuesday and Friday with formal footwear.** (Black Shoes for boys and Black Bally for girls)
2. Students are required to wear smart & decent casuals/formals in the institute premises on other days. (Bathroom slippers are strictly not allowed)
3. For all functions of the institute, including seminars and conferences students are compulsorily required to dress in Institute uniform.

4. Attendance, Punctuality and Leave Guidelines for all Students

- a) The attendance in classes is compulsory. However, for medical reasons / personal reasons / contest / placement / institutional work /other activities absence may be allowed by seeking prior intimation. **Students having less than 75% attendance will not be permitted to appear for the examination as per the guidelines of the University of Mumbai.**
- b) A student is required to monitor his/her own attendance from the notice board.
- c) **For ALL absence, prior intimation through leave application form is to be given to the Class Coordinator/faculty and respective mentor.** In emergent situations, intimation must be given on mobile phone/email within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- d) Classes are expected to begin on time. Late coming is not permitted. Faculty member has the authority not to allow latecomers from entering the classroom. Students are required to be present in their class ten minutes before schedule.
- e) Students are required to be present for all events of the institute, including the Convocation, Annual Gathering, Sports Day, Republic Day, Independence Day,

Guest Lectures, Workshops, Conferences, Seminars, Placement Activities and the other events as intimated on the notice board/email. Record of attendance will be kept for action. The institute reserves the right to declare compulsory attendance for any event on and off the campus will be taken seriously and will be communicated /displayed on the notice board/email from time to time and/or remark on the transcript or any other decision by the management.

- f) Students are required to be in Mumbai/Navi Mumbai city throughout the year. If they are leaving the city on personal or institutional work, they are required to obtain prior permission from the Class Coordinator/Course Coordinator/Mentor /Dean. This applies even to those students who are representing the institute for social, cultural and co-curricular events.
- g) Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submissions to the institute or the faculty concerned. Late submissions shall not be entertained.

5. Examination Guidelines

- a) Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and will be dealt with Disciplinary procedure of the Institute as per the guidelines of University of Mumbai.
- b) The Examination taken by the institute is on the behalf of the University of Mumbai. Hence all the rules and regulations are, as stipulated by the University of Mumbai for All Examinations will be in force in addition to the rules mentioned below.
- c) Students must know their Seat/Roll Number before entering the examination room.
- d) Students are not permitted to enter the examination room more than half an hour 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, except with the special permission of the invigilator/in charge of the examination who will report on the circumstances to Examination Office.
- e) Students are required to have Identity cards/Hall Tickets issued by the institute/University (as applicable) and these must be made available to an

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invigilator upon request. A student not having the said Identity cord and/or Hall Ticket with him/her during the examination may be denied permission to write the examination.

- f) Smoking, Consumption of Tobacco, Pan, Gutka etc. is strictly not permitted in the campus.
- g) Food and/or drink (except drinking water) will not be permitted in an examination room. Candidate should read instructions printed on the cover page of the answer-book. They are of utmost importance.
- h) All writing, including the entry of all the required information on the examination paper, examination answer booklets or the numbering of questions must be completed during the examination time, but only after the completion of reading time as indicated by the invigilator in charge.
- i) Students must not take into the examination room any books, writing paper, notes, manuscripts, electronic media, including electronic dictionaries, pagers, Smart Phones, Mobile Phones, Tablets, Pen Drives or any form of stored or recorded information. Student caught copying/exchanging notes/chits, talking to each other or found in the adoption of unfair means of any manner will be dealt as per the rules and guidelines of the University of Mumbai.
- j) **Mobile phones are not permitted in the exam room/venue.**
- k) If a mobile phone is found in a student's possession after the examination starts, in the examination venue, it will be deemed as a breach of examination rules. Action will be taken as per Examination Rules on such students and their mobiles will be confiscated.
- l) Invigilators will advise the student that the mobile phone will be held as unauthorized material and returned to the student at the end of that on due enquiry by the Controller of Examinations.
- m) Palm pilots, pagers, i-pad and similar electronic media are not permitted into the examination venue.
- n) Examination answer booklets are must be submitted intact. No part of an examination answer booklet may be defaced, removed or destroyed. This will amount to adoption of unfair means.
- o) All notes, rough work and the calculations must be done in the examination answer booklet and not on question paper in any case.

- p) Students must not communicate in any way with other person other than the examiner or the invigilator during the examination. Any other communication will be deemed as a breach of Examination Rules.
- q) An invigilator shall have the power to exclude a student from an examination on the basis of misconduct and submit a written paper on the circumstances to Controller of Examinations immediately after the conclusion of the examination.
- r) Students should not leave the Examination Hall during the examination. In case of three hours examination, students will be allowed to go out only after the expiry of two hours to go to washroom or drink water. Exception can be made to this only after bringing the requests to the notice of competent authority.
- s) A student who fails to attend an examination at the time and place published in the final timetable, displayed on the notice board/email, will be deemed to have failed in the subject. Opportunity for re-examination will be given according to the rules and regulations.
- t) Consideration will be given to requests for special examination arrangements for students with disabilities. Such student has to make a prior request for their examination on medical grounds accompanied by supporting evidence substantiating the disability or disadvantage.

6. Library Rules and Regulations

Use of the Library is conditional on observance of the Rules and Regulations as mentioned here:

- a) 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 behavior towards library staff for consideration within the terms of the appropriate disciplinary procedures.
- b) Access to the institute library is meant for staff and student of the institute who are in possession of a current valid identification card issued by the institute, and to such other persons as may be authorized by the Librarian.
- c) Details of each user i.e., name, address, department and such particulars as may be deemed necessary for the secure and effective operation of Library's service

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are used in the Library computer systems. Any change in the details of students should be updated with the Librarian and Institute Office from time to time.

- d) Students are required to carry their Institute identity card to gain entry and to use the library and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.
- e) Students can borrow two academic and two non-academic books at a time for a period of seven days.
- f) Bags are not allowed in the library. For reasons of security, bags and other personal possession should not be left unattended. The library has no responsibility in case of damage to or theft of personal property.
- g) Silence is required in study areas. The use of mobile phones in the Library/Reading Room is prohibited. Phones should 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 and/or suspension of students for 3 weeks.
- h) The consumption of food and drink (with the exception of bottled water) and the use of personal audio equipment are not permitted in the library.
- i) Photography, filming, video-taping and audio-taping in the library is not allowed.
- j) Users are required to comply with the copyright regulations.
- k) Data retrieved from the library's electronic resources may not be used for purposes other than teaching, research, personal education development, administration and management of the institute and the 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, or for work of significant benefit to the employer of students on industrial placement or part-time courses.
- l) 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.
- m) Fine of Rs.5.00/- per day per book, after the due date for first fifteen days and Rs.15.00/- per day thereafter and suspension of library membership for two week for books and CDs retained on reference card. Students will not be notified of overdue items. If fines or charges are outstanding, borrowing rights

will be withdrawn and passwords for accessing electronic services withheld until such time as these fines are paid.

- n) 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 subject to a maximum of Rs.1000/-. Borrowing rights may also be withdrawn while payment is outstanding.
- o) Access to libraries and/or borrowings rights may also be withdrawn temporarily if fees/charges in other parts of the institute are outstanding.
- p) The award of degree or release of transfer certificate or any other document will be deferred until all books have been returned and outstanding fines/charges paid.

7. Placement Guidelines for Students:

The Placement Office coordinates the placement activities.

- a) Students are required to check the Placement Notice Board and their e-groups regularly for information updates.
- b) **Dress code for all placement events: Institute blazer with formal shoes.**
- c) **Pre-Placement Talk (PPT) and Placement Process:**
 - ✓ All students are expected to be present for the PPT before the Company arrives and keep their Mobile phones, laptops & all other gadgets switched off or in silent mode.
 - ✓ Students are expected to maintain decorum & abide by the institute rules during the Placement Process.
 - ✓ Students are expected to read & come prepared with the background & fact file on the Company/ Organization holding the PPT.
 - ✓ Students will be given a choice to back out after the Presentation (PPT) of the company. No student will be allowed to back out from the company after clearing the 1st round, and also after getting selected. Failing which the student shall be barred from the entire placement.
- d) **Absence**
 - ✓ Attendance for the PPT is compulsory and absence will lead to disqualification of the student from applying to that company.
 - ✓ Absence of a student from a Placement Process, after being short-listed could lead to immediate expulsion from 3 subsequent processes.

5. Resumes

Students should prepare their resumes in the prescribed format and submit to the Placement Officer. Information on the resume should be accurate and honest viz. the complete name of the program, Class and Percentage of Marks – as it appears in the transcript/mark sheet, academic and corporate projects as approved by the institute, contribution made as a part of various committees and cells etc. The Placement Office reserves the right to regulate this activity. Any discrepancy will lead to immediate expulsion of the candidate from the Placement Process.

6. Pre-Placement Offers (PPO):

- ✓ All PPOs should be routed through the Placement Office. Students who have accepted PPOs should submit a copy of the offer letter to the Placement Officer for record and should opt out of the placement process. Students are not expected to communicate directly with the companies.
- ✓ For any reason, if the student wants to reject the PPO, he/she should seek permission from the Director/Placement Officer, to do so, by submitting a letter to the Placement Officer, giving the reasons for rejection.
- ✓ Students should honor the commitment made by the Institute to the company on their behalf and accept the placement offer. After accepting the offer, the student should join the company after the completion of their respective course and not resort to any unprofessional behavior in this regard.

7. Placement Process and Offers:

- ✓ Students will not be permitted to refuse or seek alternate employment/internship, once they have accepted the offer of the company.
- ✓ No student is allowed to initiate any contact with the company without the prior consent of the Placement Office.
- ✓ Student should follow the placement guidelines framed by the institute from time to time.
- ✓ All students need to ensure that they are meeting the eligibility criteria of the company as mentioned in the email. All mark sheets are checked

at the time of joining and if company finds that you have manipulated your marks / documents at the time of Campus Recruitment your job offer will be terminated and your name will be blacklisted forever.

- ✓ **All Students need to ensure that their Data is correctly given at Placement office. If there are any changes then they need to contact the Placement Officer immediately.**
- ✓ Canvassing in any form will disqualify the students.
- ✓ The Institute reserves its right to take any disciplinary action, if students do not honor their commitments or resort to unethical behavior. The Director has the right to communicate with the employer/s if students do not adhere to the code of conduct.
- ✓ Placement information is confidential and any breach of confidentiality will lead to strict action.
- ✓ Students who wish to drop out of the Placement Process are expected to notify the Placement officer immediately. For the student who has 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.
- ✓ The institute reserves the right to withhold the final offer letter to the student, if it finds the student had misbehaved, not kept up with course work or any other act of indiscipline.
- ✓ Relationship with the companies is very important and significant to the institute. Therefore, students must cooperate to maintain cordial relationship with all companies at all times.
- ✓ In order to provide equal opportunities to all the students, Institute follows the policy "**One Student One Job**".
- ✓ Students are expected to research relevant website and make themselves acquainted with the locations, services offered, products in the Market, HR policies and all other relevant information about the organization.
- ✓ The above guidelines are applicable to all the students of the Institute. Any student found violating these guidelines would be expelled from the Placement Process.

8. Guidelines for the Use of Computing Facilities:

- a) The institute 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.
- b) You are strongly advised to read these regulations carefully. Failure to comply with the regulation 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. The latest version of the document will be available with the Computer Centre In charge.

c) Provision of Computing Resources:

- ✓ The students of the institute are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these preliminary aims, or that otherwise, acts against the interests of the institute is prohibited. In the event of unapproved usage of the computing facilities, the institute reserves the right to withdraw access to computing facilities at any time.
- ✓ The students are not allowed to carry their bags/any other luggage near computers. Students should keep their bags in the shelves placed in the computer lab.
- ✓ Use of the institute computing facilities for students' commercial gain is prohibited.
- ✓ Students are not allowed to connect personal pen drives/ Laptops to the system installed in the computer centre without the permission of Computer Centre In charge.
- ✓ 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 are formulated by the institute.
- ✓ It is student's responsibility to ensure that student' activities do not contravene these or any other laws.

- ✓ Authority of Information Systems Staff: Students must comply with all requests or instructions issued by any Information Systems (IS) staff with respect to the use of the computing facilities in the institute.
- ✓ Improper behavior towards Information Systems staff will result in formal disciplinary action.
- ✓ Levels of service: The institute endeavors continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, the student should lodge a written complaint in the Complaints Register available in the Computer Lab/Centre. No action will be taken on any verbal complaint.
- ✓ The Information Systems Group will regularly make various announcements regarding the availability and the use of the computing facilities. Such announcements will be communicated to you through the notice boards placed in the Computer Lab as well as the Student Notice Boards/emails. It is your duty to regularly scan the notice boards/emails and plan your use of the facilities accordingly.
- ✓ The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.
- ✓ 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.
- ✓ These guidelines describe the reasonable and appropriate behavior required by the Regulations for the Use of Computing Facilities at the institute.
- ✓ Do not use another user's login id and password, nor allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to institute authorities if any

breach of the institute regulations is suspected in connection with that use.

- ✓ Do not use or adopt any name or alias or user reference whether real or fictions other than your name.
- ✓ Do not request resources or access rights that you do not need.
- ✓ 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 unless prevented by system failure. Failure to do so may leave the account open for others to use. The institute accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.
- ✓ Do not remove, borrow, connect or disconnect equipment without permission.
- ✓ 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 institute to prevent this.
- ✓ Do not in any way cause any form of damage neither to the institute's IT facilities, nor to any of the accommodations or services associated with them.
- ✓ 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.
- ✓ Do not initiate or perpetuate any chain email message. Do report immediately to 'postmaster' the receipt of chain email messages forwarding the email message wherever possible.
- ✓ Do not deliberately create, display, produce, store, circulate or transmit defamatory or libelous material.
- ✓ Do not transmit unsolicited commercial or advertising material.
- ✓ Do not deliberately create, display, produce, store, circulate or transmit obscene material in any form of medium.
- ✓ Do not monitor network traffic unless authorized to do so.
- ✓ Do not make deliberate unauthorized access to the facilities or services accessible via the institute Local Area Network (LAN) or WI-FI.

- ✓ Do not waste staff effort or networked resources, including time on end systems accessible via LAN and effort to staff involved in the support of these systems.
- ✓ Do not deny service to other users including deliberately or recklessly overloading access links or switching equipment.
- ✓ You must adhere to the terms and conditions of all license agreements relating to IT facilities which you use including software, equipment, services, documentation and other goods.
- ✓ 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.
- ✓ Students are provided from viewing Pornographic material in computer centre or any other computer, Playing games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. Projector cables. Disciplinary action will be taken by the institute if the student is found guilty.
- ✓ 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.
- ✓ Do not interfere with or change any hardware or software; if you do you may be charged for having it put right.
- ✓ Do not interfere with the legitimate use by others of the IT facilities; do not remove or interfere with output belonging to others.
- ✓ Do not load games software onto, or play games software on, the IT facilities unless required for academic purposes.
- ✓ Do not admit any other person to computer facilities or premises when those facilities or premises are locked and do not you enter unless authorized to do so.
- ✓ 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.

- ✓ You must respect the rights of others and should conduct yourself in a quiet and orderly manner when using IT facilities.
- ✓ You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.
- ✓ **Important:** In the event that the guidelines are not followed and there is a consequent damage to any computing facility, the institute reserves the right to charge the students for the cost of rectification of such damage and/or take further disciplinary action.

9. Mentoring Program

Students of Full Time Program have been assigned faculty mentors whose role is to help assimilate the institute culture, facilitate intelligent choice making regarding Major and Electives, help in identification of resources needed by all students. Do meet your faculty mentors regularly as per the slots mentioned in the Time-Table. Mentor is the first point of contact in case of any issues/problems, personal or otherwise.

10. Project Guidelines

- Faculty shall assign projects to students as prescribed in the curriculum.
- For all submissions students have to submit the soft copy of their reports and the assignments to the respective faculty member/subject teacher. The hard copies also have to be submitted wherever asked by the faculty member. You are expected to follow model project guidelines for proper referencing system.
- They will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct and will be dealt with as per rules of the institute.

11. Interface with Accounts Department:

- a) All the students who are working for placement, contests, co-curricular, extracurricular and any other activities for and on behalf of the institute that need funding and accounting from the institute, are required to prepare budgets for all their expenses well in advance and obtain approval from the Management through the Director of the institute. Once the expenses are incurred, they must be settled within 72 hours along with the receipts and reports of activities with the approval of the concerned staff member in-charge and the Director.
- b) The students have to pay examination fees as charged by the University of Mumbai.
- c) The students who have failed and wish to re-appear for an examination will be required to apply in the requisite format and pay re-examination fees, which shall be determined from time to time and communicated through suitable mechanism.
- d) Re-Admission Fees: A person who is not allowed to progress to the next year due to rules regarding failures in multiple courses/subjects shall be required to take re-admission and attend all the classes of that academic year. He/she will be required to pay re-admission fees, which will include tuition fees and other fees as prescribed from time to time.
- e) Timings: The students should strictly follow the time schedule as displayed on the notice board by the accounts staff for various activities. The deadlines and time schedule should be strictly followed.
- f) **Any other matter out of the scope of this document will be dealt with at the sole discretion of the Management, through the institute Director.**
- g) No claim from any student/parent for refund of fees under any circumstances is entertained.
- h) In any special case if student wishes to discontinue the institute before completion of the course or seek transfer to any other institute, the student shall pay the full fees then prescribed during the admission for the rest of years.
- i) The institute shall have the right to withhold the transfer certificate and any other certificates until the dues/outstanding are fully paid.
- j) No student shall be permitted to appear for the Examination unless he/she clears all the arrears due to the institute, library.

- k) All candidates must pay the fees at the time of admission. Failure to pay the fees on or before the date(s) specified will result in the instantaneous penalty of the seat as well as any fees/booking fee already paid.
- l) Course fees for the subsequent years must be remitted before the commencement of the academic year.
- m) All attestation for our students will be free of cost.
- n) The institute takes all precautions to admit the student based on the eligibility certificate produced by the students. However, if the same is not found to be valid by the University or Government, it is the responsibility of the student to obtain necessary eligible certificates.
- o) The Institute shall not be held responsible for any such rejection of the application by the statutory body and students shall not have any claim for refund of fees.
- p) The Management will not be held responsible for any delay in getting the admission approval and if students are not permitted to write the examination.
- q) The students who have completed their semesters without backlog only will be allowed to take part in sports, cultural activities and competitions.

12. Discipline & Conduct

Students/Parents/Guardians are requested to note the discipline rules and the code of conduct for the students of Sterling Institute of Management Studies, Nerul, Navi Mumbai:

- ❖ It is essential that the student attends all classes in time from the first day to the last day of each semester.
- ❖ Minimum of 75% attendance for lectures and practical sessions is mandatory for all students.
- S+ ❖ As per the rules of the University of Mumbai, in case the attendance falls below 75%, student will not be allowed to appear for the examination.
- ❖ Student should complete semester work such as Assignment and Project Reports, Practical's etc. as per schedule. If the student fails to complete the semester work to the entire satisfaction of the concerned faculty member his/her semester will not be granted and he/she will not be allowed to appear for the University examination.

- ❖ Disciplinary action will be taken against students who fail to attend class tests or internals exams.
- ❖ Students are expected to behave properly within the campus of the institute as well as outside when they represent the institute. Any reported or observed objectionable conduct within or outside the premises of the institute, will make him/her liable for strict disciplinary action.
- ❖ Students are always required to wear Identity card (duly signed by Authority) in the campus. No student will be allowed to enter in the campus without Identity card.
- ❖ Students are advised to maintain good rapport with classmates and staff.
- ❖ Attendance is compulsory on Independence Day (15th August) and Republic Day (26th January).
- ❖ Institute uniform is compulsory on specified days, during Conference, Seminar, workshop and Placement Activities and special functions.
- ❖ Smoking and consumption of alcohol is strictly prohibited on the campus.
- ❖ Ragging is strictly prohibited in the campus of Sterling Institute of Management Studies. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain about his/her involvement in ragging and if his / her explanation is not found satisfactory, the authority would expel him from the institution.



Director

Authorized Signatory

Sterling



IQAC Coordinator



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