

Code of Conduct and Disciplinary Rules

Our purpose at Jaipuria School of Business (JSB) is the pursuit of knowledge through scholarship and research, teaching and general development of students, and dissemination of knowledge and learning to society at large. The freedom to teach and to learn depends upon the creation of appropriate conditions and opportunities in classrooms, lecture halls, and the campus as a whole. All members of the academic community, namely faculty, students, and staff share the responsibility for securing and sustaining the general conditions conducive to this freedom.

Disciplinary regulations protect the well-being of the academic community by defining and establishing certain norms of behaviour. The disciplinary system establishes procedures for a fair hearing, including advising individuals fully, of the charges against them, affording them ample opportunity to speak on their behalf, and requiring a clear explanation of their rights of appeal. Since rigid codification and relentless administration of rules and regulations are not appropriate to an academic community, the rules and policy statements that follow serve mainly to clarify commonly accepted standards of conduct within our institution.

Code of Conduct

Expectations from the student community as regards appropriate conduct within the campus and classrooms, are outlined below.

Academic Integrity

The quality and integrity of student's academic work is extremely important. Maintaining basic honesty in one's work, words, ideas, and actions is a principle to which students must adhere.

The use of any "outside source" (ie., any work, published or unpublished, by any person other than the student without proper acknowledgement) will be considered as plagiarism.

Any quotations, however small, must be placed in quotation marks or clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a footnote) by a precise indication of the source-identifying the author, title, place, and date of

publication (where relevant), and page numbers. Any sentence or phrase which is not the original work of the student must be acknowledged.

Any material which is paraphrased or summarized must also be specifically acknowledged in a footnote or in the text. A thorough rewording or rearrangement of another author's text does not relieve one of these responsibilities.

Any ideas or facts which are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea or fact has been further elaborated by the student. Occasionally, a student in preparing an essay has consulted an essay or body of notes on a similar subject by another student. If the student has done so, the student must state that fact and clearly indicate the nature and extent of their indebtedness to the other source. The name and class of the author of an essay or notes which are consulted should be given, and the student should be prepared to show the work consulted to the instructor, if requested to do so.

The requirement to acknowledge sources is not limited to printed material such as books or journal articles. Information is now readily available through many newer media, including text and images on the World Wide Web, CD-ROM, and electronic mail. Information or quotations from any of these sources must be properly cited.

During the course of an in-class examination, the failure to follow examination procedures as set forth by the faculty member(s) who oversees that examination will be considered as violation of code of conduct and will attract penalties.

Communication

It is suggested that Faculty should be respectfully greeted and addressed whenever one meets them both in and outside the classroom.

Members of management have to be duly wished and respected whenever students meet them on campus.

Emails addressed to faculty and staff should have proper salutation and closing. Staff members should be greeted and respectfully addressed. Basic etiquette should be followed in informal communication with peer group.

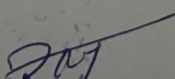
Misuse of JSB name or logo in any communication or action will be considered as indiscipline.

Misrepresentation of information or facts about JSB or any of its members will be considered as indiscipline.

Meeting hours with Program Office and Placement Office will be 3:00 pm to 4.30 p.m. from Monday to Friday. Students can also meet faculty at the stipulated time given by the faculty. Students must take prior appointments with faculty in case they wish to meet them.

Harassment

Unwelcome verbal or physical behaviour which is directed at a person based on a protected characteristic, when these behaviours are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with a student's educational experience, working conditions



Students are not allowed to use their mobile phones during the class or guest lecture or examination.

Use of laptops or any other electronic gadget in the classroom will be allowed subject to requirement and prior permission of the faculty.

If a student is found violating rules pertaining to the usage of mobile phones in class, the phone will be confiscated for the entire term or a minimum period of two weeks with a fine of Rs.2500 per offence of this kind.

Code of Conduct on Campus

Following actions and behaviour will be considered as acts of indiscipline and are not allowed. If these are violated there will be penalties imposed on the violators as per the rules of the Program Office.

- Absenteeism from seminars, workshops, guest lectures, and other activities organised by the institute
- Not wearing the Identity card when on campus
- Rude and abusive behaviour of any kind anywhere on campus
- Any kind of misbehaviour with peons, guards, and other staff members
- Sitting around in the stairs and common passages or places not authorized to sit
- Smoking, gambling, drinking or intake of any alcoholic/toxic substance within the campus premises
- Indulging in any action resulting in injury to other students as well as one self
- Ragging of any student
- Any form of sexual misconduct, exploitation, and harassment Physical intimacy with any other student beyond socially accepted norms
- Littering in campus premise
- Defacing any part of Institute's property

Dress Code

Students are expected to be properly groomed and professionally attired every day.

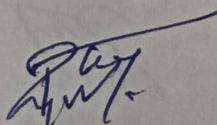
Clothes should be comfortable and sufficiently loose to facilitate work without physical restraint. Students should be dressed modestly in a respectable and professional manner.

On formal occasions such as classes, interviews, guest lectures, corporate presentations, seminars, workshops and special activities, students are expected to wear formal uniform as designed by the Institute.

Wearing heavy ornaments and/or jewellery on campus is discouraged. Make up should be sober and unobtrusive. Hairstyle should be neat.

Gentlemen are expected to be well groomed.

Students are allowed to dress in Casuals on Saturdays. This would allow students to wear Collared T-Shirts and Jeans which are not torn or patched. Round neck T-Shirts or Sleeveless



or living conditions by creating an intimidating, hostile, or offensive environment amounts to harassment and is forbidden.

Examples of conduct that can constitute harassment include:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial, or ethnic jokes).
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative, or offensive remarks or jokes about a person's religion or religious garments).
- Displaying negative or offensive posters or pictures about a legally protected characteristic.
- Electronic communications, such as e-mail, text messaging, and Internet use, that violate the individual's well-being.

Identity Cards

Students must wear their identity cards issued by the Program Office all the time while they are on campus.

Classroom Behaviour

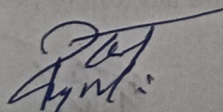
Following actions and behaviour will be considered as indiscipline

- Arriving late after the class has commenced
- Leaving the class before the session ends
- Indulging in conversations with class mates during class
- Being argumentative on insolence on insolence and Making noise and Indulging in unruly behaviour
- Causing disrespect / mental trouble/physical discomfort/injury to other students
- Littering and defacing classroom walls and property
- Improper use of furniture with in the classroom
- Use of improper language disrespect towards faculty and staffmembers
- Use of reading material other than permitted by faculty for the session
- Use of mobile phones/electronic gadgets without permission from faculty during the sessions

In case of repeated violation of the above-mentioned norms or any other inappropriate class behaviour, the concerned faculty member may recommend to the PGDM-Chairperson for restraining such student/s from attending specified number of classes.

Rules related to Electronic Gadgets during the Classes

Use of Mobile phones during the class is considered as a grievous offence as it disturbs everyone in the class and denotes disrespect towards the faculty/instructor.



T-shirts are not allowed on campus on any day of the week. If the students do not adhere to the above-mentioned norms, they will not be allowed to participate in any professional activity on campus or may be asked to leave the classroom.

Covid appropriate behavior has to be maintained in the institute premises. Masking is important for the safety of all.

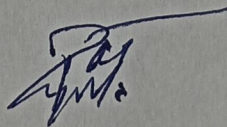
Sexual Harassment

The Institute has a policy for Prevention of Sexual Harassment constituted under the POSCO Act 2012. The Act, primarily recognizes four kinds of crimes:

- a. Assault (always physical)
- b. Harassment (always non-physical with sexual intent)
- c. Using children for pornographic purposes
- d. Abetment of/attempts to commit a sexual crime against a child.

POCSO Act also ensures the privacy of a reporting child so no child needs to be afraid of reporting of the crime to the police. The Internal Complaints Committee addresses all grievances under the above policy.

(Refer Student handbook for all the details)

A handwritten signature in blue ink, appearing to be 'J. A. J.', with a long horizontal line extending from the top of the signature.