



SVKM'S Narsee Monjee Institute of Management Studies (NMIMS)

(Declared as Deemed to be University under Section 3 of
the UGC Act, 1956)

Student Code of conduct and Guidelines

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SVKM'S
Narsee Monjee Institute of Management Studies

Deemed to be UNIVERSITY

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NMIMS is very particular about conduct and behaviour of its students in the campus. A Code of Conduct for students is a set of guidelines and rules that outline the expected behaviors and responsibilities of students within an educational institution. These codes aim to create a safe, respectful, and productive learning environment.

Student Guidelines

1. About these Guidelines:

- These guidelines provide norms for the daily functioning of the NMIMS and ensure appropriate usage of infrastructure and effective academic delivery for students.
- These guidelines are applicable for all schools & campuses under NMIMS Deemed-to-be University located across the country.
- This document of NMIMS is student guidelines, rules and regulations. While efforts are made to ensure uniformity & consistency between these guidelines and the Rules & Regulations of NMIMS. In the event of any dispute, the Students Resource Book will prevail.
- The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- NMIMS has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of SVKM'S NMIMS will be final and binding on all the participants.
- All disputes are subject to Mumbai jurisdiction only.

1. General Guidelines:

1. Code of Conduct:

- The cleanliness of the premises must be maintained by everyone in the NMIMS at all points in time.
- The use of cell phones on campus is **not** permitted. Any student found using a cell phone on campus would be penalized as per the regulations in force from time to time.
- There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.



- Any problem with regard to administrative facility, faculty, classrooms, etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, NMIMS.
- The mode of Communication with students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumor or hearsay in any matter.
- All students are provided with an Identity Card, which they are required, to wear **mandatorily**. Entry is strictly through Identity Card and will be monitored by the NMIMS authorities. A penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, a duplicate ID card be issued from the school by paying the prescribed fee. ID card is used for access control to NMIMS campus.
- Students should make use of flap barriers (wherever deployed and operational) to enter/exit school premises. Biometric Print plus ID card is a mandatory requirement at NMIMS.
- Students must not use the ID card of any other student.
- In case a student forgets to carry an ID card, they should approach security and complete the process to get the requested access. Any grievances related to ID Card should be raised to biometricregistration@svkm.ac.in
- Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas to ensure the safety and welfare of everyone at NMIMS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense.
- Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.
- If any student during the tenure of studentship has a police case in his/ her name, he/she is liable for appropriate action.



- Any comments posted in social media, or print attempting to bring disrepute to University will be viewed very seriously and will attract severe disciplinary action.
- NMIMS has a zero-tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non- obedience, non-compliance and any action that will bring disrepute to the University, etc. by any student.
- University will reserve the right to take action appropriately.
- In case of Lecture Cancellation, the course coordinator will inform said changes to class representatives/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.
- Classrooms are fitted with LCD projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LCD / Smart Board for his/her presentation, he/she must make a prior booking through the course coordinator. Portable LCDs if required are allotted on a first come first serve basis.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Alcohol and Other Drugs</u></p> <p>The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using differently from the prescribed use or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college pending an enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Assault, Endangerment or Infliction of Physical Harm</u></p> <p>Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p>	<p>Suspension from attending college pending an enquiry</p> <p style="text-align: right;"><i>Teena</i></p>



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<p><u>Banners, Chalking and Posters</u></p> <p>Defacing of Campus property by means of Banners, Chalking and Posters.</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Bullying, Intimidation, and Stalking</u></p> <p>Bullying. Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p>Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p>Stalking. Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including the unauthorized following, which demonstrates either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Any person resorting to such an act will amount to ragging and appropriate action will be taken.</p>
<p><u>Discrimination, Including Harassment, Based On a Protected Class</u></p> <p>Discrimination, including harassment, based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

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<p><u>Disorderly Conduct</u></p> <p>Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting.</p> <p>1. Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events;</p> <p>2. Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others.</p>	<p>Abstain from attendance for the effective lecture / event.</p>
<p><u>False Representation</u></p> <p>Provide false information or make a misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Fire Safety</u></p> <p>Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment</p>	<p>Severe disciplinary action will be taken.</p>
<p><u>Theft, Vandalism, or Property Damage</u></p> <p>Theft, negligent, intentional, or accidental damage to personal or school property</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel.</p>

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<p><u>Unauthorized Entry or Access / Unauthorized Use of school Facilities or Services</u></p> <p>Unauthorized entry into or presence within enclosed school buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Weapons and Fireworks</u></p> <p>Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.</p> <p>Possession or use of fireworks, dangerous devices, chemicals, or explosives</p>	<p>a. Suspension from attending college pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>

2. Discipline Norms and Penalty:

- A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises the Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Dean and then to the University. On approval by the Vice Chancellor, appropriate action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- The woman Grievance Redressal committee constituted in each school comprises the Chairperson / Head of the department, one lady member (from faculty or staff), and two more members of the school. The committee will address all related issues and recommend action to the Dean and the University. On approval by the Vice Chancellor, appropriate action will be initiated by the school. **For names of committee members at the school level, refer to part II of SRB.**
- NMIMS campus including premises of all schools/colleges and hostels are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials



and presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offense. Students not meeting attendance requirements will be punished depending on the gravity of the act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, school and the campus. Further after enquiry confirmation, the student's name will be struck off from the roll of the University.

- Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
- Students indulging in Sexual Harassment will also be liable to disciplinary action as per University norms.
- In all matters of indiscipline and indecent behaviour, Chancellor of the University will be the appellate authority. Ombudsman is appointed by the University who would look into such cases referred by Chancellor and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on the gravity of the Act, the student can be rusticated from the school. NMIMS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

3. Dress Code:

- NMIMS's visitors include corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.
- Students are required to be dressed decently (Half pants, shorts, short skirts, and bathroom slippers are not allowed).
- For all functions of the School/ University, including Guest lectures, seminars and conferences students are required to dress in formals, Institute blazer, Tie/ Cravat, and Lapel Pin.

4. Punctuality

- Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict latecomers to enter the classroom.
- Students are required to be present for all events of school/ NMIMS University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, CEO Series, and other events as intimated on the



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Student Portal / Notice board/ email. A record of attendance will be kept. The school/NMIMS reserves the right to declare compulsory attendance for any event on or off campus. Absenteeism in events for which attendance is compulsory will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.

- Students are required to be in the city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Director/Dean. This applies even to those students who are representing the NMIMS for social, cultural and co-curricular events.
- Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

** Every school of NMIMS has its own Committee for Monitoring Code of conduct & Disciplinary Issues



(Deputy Registrar- admin)



(Registrar, NMIMS)

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