

CODE OF CONDUCT & DISCIPLINE

The Students are expected to maintain a high standard of discipline.

1. The following are deemed to be acts as a indiscipline:

- a) Disregard of orders and instructions of the members of the Finishing School
- b) Disregard of Finishing School rules, orders and notices.
- c) Improper use of Finishing School property.
- d) Irregular attendance and unauthorized absence from classes and hostel.
- e) Lack of punctuality, in payment of all dues and in other matter where date and time for any duty, function or obligation are prescribed.
- f) Persistent neglect of studies and assignments.
- g) Habitual idleness
- h) Failure to wear decent dress & shoes during working hours.
- i) Failure to produce identity card on demand by staff, warden etc., at any time within the premises.
- j) Recourse of false or fraudulent statements or acts.]
- k) Recourse of unfair means in tests & examinations.
- l) Possession of stolen properties, committing theft, engaging in consumption of drugs and liquor, gambling and involving/abetting in any unlawful activities.
- m) Unsportsmanlike behaviour indoor and outdoor games.
- n) Noisy, boisterous disorderly and disrespectful behaviour inside and outside the institute/hostel.
- o) Ragging in any form inside and outside the premises.
- p) Taking part in demonstration, strikes, in and outside the premises.
- q) Failure to report indiscipline cases to institute authorities.

2. Student shall be responsible for the machinery/equipment allotted to them and ensure their proper utilization and unkeep.

3. Student shall be responsible for all books, apparatus, tools, instruments, materials etc., issued to them.

4. Students shall observe all safety precautions. The Finishing School is not responsible for accident of whatever nature in the institute, hostel, workshop, laboratory, playground and at any other places.

5. No society. Association or club shall be formed by the trainees without prior permission of the centre-in charge.

6. No meeting shall be convened and no person shall be invited to address any meeting in the premises without prior permission of the centre-in-charge.

7. A Student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments:

(i) Warning (ii) Censure (iii) Fine (iv) Reduction/cancellation of stipend (v) Recovery in part or full of losses or damages to the institute property of others caused by delinquent trainees (vi) Suspension from availing of any of the institute amenities and services or from classes (vii) Removal, Rustication or expulsion from the institute, hostel or mess (viii) with holding of character certificate.

Ragging is Prohibited as per the decision of the Supreme Court of India in writ petition No. © 656/1998

Ragging in any form will invariably lead to expulsion from the Finishing School.

The punishment are liable to be inflicted summarily at the discretion of the Centre-in-charge, whose decision shall be final.