

Centre for Management Studies Dibrugarh University

Code of Conduct for Students

All students of Centre for Management Studies are to note the following and ensure their compliance. ***This code of conduct is not negotiable.***

- **Notice Board:** There will be frequent communications to the students and all such communications will be mostly through the Notice Boards at the campus of the Centre and the website of the Centre. It would be desirable that all students regularly observe the Notice Boards / Website (available through Internet / Intranet)
- **Dress Code:** On every Monday (without exceptions), all MBA (FT) and PGDTM students are expected to dress formally. Boys must wear a light coloured shirt, dark trousers, leather shoes and preferably a tie. Girls must wear Mekhela Saadar / Sari or their own ethnic dresses. On other days, students may dress in casuals but should avoid wearing caps, rubber slippers or T-shirts with indecent motifs. BBA students are to wear the Uniforms on all weekdays except Friday when they are allowed to wear the Centre's T-Shirt along with trousers, etc.
- **Cleanliness & Hygiene:** Students are expected to maintain a high degree of cleanliness and hygiene within the campus. Strict action would be taken against *spitting, littering and defacing etc. of walls.*
- **Vehicles:** Students having vehicles must have valid licenses and other necessary documents. Those riding scooters / motorcycles MUST wear helmets. Anyone found riding without helmets will be dealt with strictly including information to parents / guardians. Motorcycles / vehicles are to be parked ONLY at designated areas.
- **Mobiles:** Students may bring mobiles to the Centre, but they must be SWITCHED OFF inside Class Rooms, Learning and Information Resources' Unit (LIRU) and Computing Unit (CU). Faculty members would reserve the right to take action as deemed necessary if any students are found violating the *Mobile Use Code.*
- **Leave during the Session:** Students must note that once the sessions start, whatever may be the reason, no formal leave will be given to them to miss classes and if they do so, it would be at their own risk. If a faculty member feels that a student would not be able to make up the missed classes, the student may be asked to withdraw from the programme that he/she is undergoing. Parents / guardians would be intimated of any absence lasting more than three days at a stretch.
- **Damage to Property:** All properties of the Centre that has been damaged / lost due to negligence and / or improper use on behalf of the students have to be replaced by the students concerned.
- **Grievance handling:** Students having any problems or grievances may approach any faculty member, or the Director with their grievances.