GREAT LAKES
INSTITUTE OF MANAGEMENT, CHENNAI

Students Handbook

The Great Lakes Students Handbook addresses some of the beliefs, expectations and philosophies of Great Lakes that the students are required to know, understand and adhere to. The Great Lakes philosophy revolves around the theme that absolute trust and uncompromising ethical values are the basic tenets on which the edifice of Great Lakes is built. Students joining Great Lakes are expected to understand and internalize these values – called the Great Lakes' "Culture".

1. Classroom Etiquette

Code of Classroom Etiquette at Great Lakes has been established to assist students and faculty alike to foster healthy appreciation of desire for an environment conducive for having focused learning experience for all students. Students are expected to demonstrate classroom etiquette on the following principles.

1.1 Attendance

Attendance in classes is compulsory for all students throughout the program. We believe in the philosophy of Gurukulam and students are expected to attend all the classes.

1.2 Punctuality

Students are expected to be in the classroom so that the professor may start and end the class according to the schedule. Being punctual for classes is of paramount importance and no reason, however genuine it might be, will be acceptable for coming late to the class. Attendance will be recorded before the start of the class and students should be present in the classroom, not less than five minutes before the commencement of the class. **Students, who are late, should not enter the classroom for lectures, guest lectures or any other event.**

1.3 Exiting and Entering

Students are expected to remain in the classroom, be mentally alert and actively participate in the class proceedings, for the entire duration of the class. If a student must depart early due to unavoidable circumstances, the student should take permission from the professor before the class. **Leaving and re-entering the class is not permitted**, except under extraordinary circumstances.

1.4 Norms of Behavior

Students should demonstrate respect for the professor and fellow students during the class period. Respectful behavior in the classroom contributes to the enhancement of learning experience for all students. Students should refrain from distracting behavior such as eating, using laptops, and holding conversations on the side. Using laptops during the classes, can only be on the specific instruction of the faculty, (after the clearance of the PGPM co-ordinater). Should there be a need; the student is expected to seek redress for his grievances at a proper forum, instead of seeking immediate solution inside the classroom.

All grievances may be addressed to the Director – PGPM or in his absence to the Executive Director. Only very critical matters, which have not been resolved by the Director – PGPM and / or the Executive Director, should be referred to the Hon Dean Prof (Uncle) Bala but in such cases, a copy should be marked to both the above, unless it is a complaint against any or both of them.

1.5 Respect the Facilities

Students are expected to help maintain the chairs, writing pads, chalk boards, overhead projector, display screen, desktop computers, LCD, table, window curtains and electrical fittings in the classroom in good usable condition and do nothing that will damage them and make them useless. Students are expected to do nothing that will deface the wall, windows, and doors that will destroy the classroom ambience. The cost of a damage or loss or theft on account of a student will be recovered from him or her. When it cannot be attributed to one particular individual, the cost will be recovered from an identifiable group of which the individual is a part or from the entire batch. Students are expected to use cans to discard all trash. They are also encouraged to remove defacing or unclean material, as a voluntary gesture.

Essentially, students should always adopt proper reporting and escalating mechanism whenever they have concerns and issues and they should never take issues into their hands under any circumstances.

Students are expected to use the cafeteria hall for dining and classrooms or any of the other administrative or academic areas shall not be used for dining. Students may note that consuming food or engaging in activity other than those, that go with the principles of the Institute*, shall not be permitted.

    * {Great Lakes has adopted the principle of preserving the ecosystem, green and water and inculcating in the minds of its students and staff a sense of being one with the nature and doing no harm any time anywhere under any circumstances which will damage the system.

    Smoking, drinking alcohol and chewing of tobacco/Gutkha inside the premises of the institute are strictly prohibited and Great Lakers are advised not to resort to such activities even outside the Institute as a matter of preserving good health and showing respect for the society at large.}

1.6 Use of Laptops in the class

Laptops, when used in the classroom, have become a source of distraction not only for those who use it during the class hours either to send messages, check mails, play cricket or worse even like watching movies but also distract people around and behind you.

With the kind of program offered in Great Lakes, the students are expected to put in all their time and effort in studies and learning.

With this in view, **laptops are not allowed to be used in the class**. The above rule is also equally applicable in examination halls, all guest lectures, special lectures or any other official function organized by Great Lakes.

The only exception when you can use laptops in the classroom is when the faculty **specifically** instructs you to do so, as it is required for teaching the course.

1.7 **Use of RFID Cards :**

All students will be issued with **RFID cards** and use of these cards is **mandatory** in almost all areas, especially for recording **attendance** in classes & guest lectures, **Resource Centre** and the **Cafeteria** for **lunch.**

1.8 **Fines :**

The Institute has a system of levying **fines** for various offences.   (A schedule of fines for various types of offences is attached). All fines, when levied should be paid within three days, failing which; they will not be allowed to attend any further classes.

2. Working Hours

Students in Great Lakes should be prepared to work long hours. Students are not given any break in between terms or vacation. They are expected to be available in the institute during working hours even if there are no classes scheduled. They need to take specific permission from the PGPM Director for their leave of absence.

3. Program Features

A Substantial part of the program will be devoted for Case Studies Seminars, Workshops, Technical Writing, and Projects besides textbook material. There are 19 core courses of 3 credits each offered during the first four terms. Students are expected to do 19 elective courses of 3 credits each offered during the fifth to eighth terms. A 6-credit empirical study and a 6-credit language course for today's business needs--Chinese (Mandarin), will be required to be completed by all the students.

Each term is 5-6 weeks long. All critical core requirements are provided to the students by the end of Term 4. Each 3-credit course will require 20 classroom contact hours and 60 hours of outside-class work. First term will be preceded by one week of introductory lectures, soft skills orientation, outbound group events, a camp, etc. A student will have to earn 114 credits from 19 core courses and 19 elective courses with each course assigned three credits, besides 6 credits from an empirical study, 6 credits from a four-week full-time project, 6 credits from Mandarin, 6 credits from guest lectures (minimum 160 hours), and 3 credits from institution building activities (total of 141 credits or 47 three-credit units to complete the program successfully).

3.1 Core Courses

Core courses are those offered to all students and are generally offered during the first four terms. Under special circumstances, core courses can be offered during subsequent terms also. Core courses are 19 in number and are compulsory for all students.

Besides the 19 core courses, students are required to do a Mandarin course during the first four terms to get 6 credits. They are also required to attend all guest lectures during the entire program to earn 6 credits. The grade for the 6-credit guest lecture course will be based solely on the percentage of attendance.

3.2 Horizontals

The last four terms comprise the specialization phase where the students choose their fields of specialization from a choice of horizontals and verticals offered.

Each student is required to choose two horizontals—one major and one minor, from the following areas: (1) Finance and Financial Institutions, (2) Marketing and Sales, (3) Operations and Technology, and (4) Strategy, Organizational Behavior and Human Resources. The major is the student's first specialization area and minor is the second specialization area.

3.3 Verticals

The verticals focus on industry-specific specialization. Each student is required to choose two verticals—one major and one minor, from the following: (1) Manufacturing and Operations; (2) Banking, Financial Services, Insurance and Risk Management; (3) Technology and their Fusion, Media and Entertainment Business; (4) Healthcare and Hospitality Management; and (5) Family Business and Entrepreneurial Marketing. Adapting, modifying and applying acquired learning to industry concentrations is achieved by projects, customized interactions, discussions and mini lectures focused on the chosen verticals.

3.4 Elective Courses

Elective courses are those offered under the areas – (1) Finance and Financial Institutions, (2) Marketing and Sales, (3) Operations and Technology, and (4) Strategy, Organizational Behavior and Human Resources, during terms 5, 6, 7 and 8. Students have to choose 19 elective courses from the list of elective courses released by the Academic Office.

Students who have chosen a particular major horizontal will do 10 elective courses in that major area in Terms 5 to 8 cumulatively.

Students who have chosen a particular minor horizontal would do 5 elective courses in that minor area in Terms 5 to 8 cumulatively.

Besides the 10 major area electives and the 5 minor area electives, students should complete 4 more electives. Any elective offered by the institute (including more electives in the major or minor area) can be chosen by students to fulfill these 4 additional electives requirement.

3.5 Audit Courses

A student may choose to audit any course for an additional fee of Rs. 10,000. Audit courses shall not carry credits for the student, shall not be subject to the passing requirements mentioned in Section 4.4, and will not count towards calculating GPA but they will be incorporated in the program transcript. Having chosen a course to audit, the student has to follow all requirements, including taking all exams. Courses to audit may be chosen from any of the offered electives. However, if the attendance falls below 75%, the "audit" of this elective will not be mentioned in the transcript.

Courses chosen to audit cannot be converted into a credit course (or vice-versa) after the registration of electives is completed. Having opted to audit an elective, a student cannot drop out and ask for a refund later, whatever the reason be.

Observance of classroom etiquette applies to audit courses also and the students should remember that it was in their own volition and interest that they have chosen a particular course to audit. Any deviation in their behavior inside the classroom shall be treated as contradicting the very purpose of their attending the audit class and he/she shall be liable to be expelled from the course.

Granting registration to an audit course rests with the concerned faculty member and/or the PGPM Director. The Institute reserves the right to restrict the number of audit students to a particular course and in such cases, prior course performance in the program may be used as selection criteria.

3.6 Registration of Courses

Students have to exercise their choice of major, minor, other elective, and audit courses in the prescribed format and should be submitted to the academic office within the deadline announced.

Institute reserves the right to withdraw a particular course from the list with a short notice due to any reason such as non-availability of suitable faculty or paucity of reasonable number of student registrations or the course itself becoming irrelevant or the intention of the institute to introduce a more relevant course or any other reason.

Normally a course shall carry a credit of three. Under special circumstances, this credit limit may be increased or decreased.

Elective courses, once registered shall not be changed by the students. If by mistake or for any reason, a student has done more credit courses than required, those courses which commenced earlier shall be deemed to be the ones that are valid registrations and only those will be considered for calculating grade point average. No "Best of" option will be applied in such cases. The extra courses done shall be treated as audit courses and will be paidfor by the students as per Para 3.5.

3.7 Credits from Project

Students are required to earn 6 credits from a four-week full-time project after Term 4 and before Term 5. A student may choose to do a single project or multiple projects either concurrently or sequentially and in either case, the total credits earned shall be limited to 6. After evaluation of the project, 50% weightage for the grade will be given by the faculty panel or Project Co-ordinator and the grades given by the company will have 50% weight age.

3.8 Credits from Institution Building

A student is expected to earn 3 credits from out of institution building activities during the entire duration of the program. Student government activities, taking part in business school contests, and work pertaining to placement, public or external relations, in-house magazine, administrative and academic support, etc., will count towards credit in this regard.

3.9 Changing Courses

Students shall not change elective courses after the registration deadline, except when their request for an elective is not accepted because of the elective class becoming full or because of the elective being dropped for any reason. Even in such an eventuality, only the denied elective shall be substituted by another elective and the student shall not change the remaining electives.

3.10 Empirical Study

By way of better achieving Great Lakes's objective of creating business ready managers, an **empirical study** requirement has been introduced as part of the PGPM. Every student will do a real-life study under a faculty member's guidance. This empirical study will be an individual and not a group project, will span the entire year, and will get 6 credits. All the coordination with respect to this empirical study will be handled by the **Yale-Great Lakes Center for Management Research**.

The expected outcome of the empirical study is a paper coauthored by the student with the faculty guide, to be submitted to a refereed journal or a conference.

Every student will submit a brief proposal to his or her chosen faculty member on or before **31 May**. The exploring of a mutually acceptable empirical study will happen through email. The **study topic and guide will be finalized on or before 15 June**, and except under exceptional circumstances, no change will be allowed after this finalization.

4. Policies on Eligibility to Graduation :

The following sections describe the general policies of Great Lakes for graduation in the program.

4.1 Academic Requirements

The student's performance is evaluated on the basis of internal assessment and end-term examinations on a continuous basis. The distribution of marks between internal and end-term assessment will be decided by the faculty handling a particular course. In any case, no one exam, mid-term or end-term, shall carry a weight exceeding 30% of the total weightage. Generally, internal assessment is based on performance in tests, promptness, & completeness in submitting assignments.

4.2 Requirement of Attendance

Students are expected to put in 100 percent attendance. The aggregate percentage of the attendance in all the courses together shall be reported along with the grades obtained in the various courses, in the program transcript given to the student.

Responsibility to keep track of leave details rests with the students and the institute shall not get into dispute arising out of non-compliance by the students.

If, due to unforeseen emergency, unavoidable circumstances, serious illness, etc., a student misses exams, he/she should apply to PGPM Director for leave of absence and this will be granted leave only on genuine & exceptional grounds. Evidence in support of the reason for absence should be provided along with the leave application.

The minimum attendance required for each subject (even if the absences are properly authorised) is 75%. If the attendance is below 75% in any subject, the student will not be allowed to sit for the final examination in that subject.

A student may be allowed to take a substitute exam in a course if he or she was absent for an exam and if the absence is on account of an unforeseen and unavoidable emergency and is duly approved by PGPM Director.

The substitute exam may be in-class or take-home or could be any assignment that the concerned faculty member deems appropriate. It will attempt to cover the same portion that was covered in the exam that the student missed. It cannot have the same questions that were there in the missed exam.

The substitute exam will normally be held within a week of the missed exam. The student will receive marks out of 90 but will be treated as if it is out of 100 (i.e., a deduction of 10%). Any student taking a substitute exam will have to pay a fee of Rs 1,000/- per subject towards the cost of setting another question paper and its evaluation.

In all matters of attendance, the PGPM Director is the final arbiter.

4.3 Grades

Grading in Great Lakes is done on relative basis. The faculty will consolidate marks awarded to various components of evaluation and the total marks will be normalized around a median of 65% in a core course and around 70% in an elective course.

The letter grades and the corresponding grade points are allocated assuming that the distribution of marks follows "Normal Distribution" curve. Informally, grading "on the curve" refers to any system wherein the group performance is used to moderate evaluation. The following is the guideline for distribution of grades and grade points:

Letter Grades	Interpretation	Percentage	Grade Points
A+	Outstanding	90-100	4.00
A	Excellent	85-89	3.67
A-	Very Good	80-84	3.33
B+	Good	75-79	3.00
B	Just above average	70-74	2.67
B-	Average	65-69	2.33
C+	Just below average	60-64	2.00
C	Satisfactory	55-59	1.67
C-	Adequate enough to pass	50-54	1.33
D+	Less than passing quality	45-49	1.00
D	Much less than passing quality	40-44	0.67
D-	Minimal performance	35-39	0.33
F	Credit not earned	0-34	0.00

4.4 Passing Requirement

A student shall be declared to have passed in a course if he/she has regularly attended classes, participated in both internal and end-term assessments and receives C- grade at the least. The minimum standards that are required to successfully continue to be a part of the program are: Out of the 19 core courses and 19 elective courses, (1) D+/D/D- in not more than 3 courses; (2) F in not more than 1 course and D+/D/D- in not more than 1 course. Students who get (a) 2 F grades or (b) 1 F and 2 D+/D/D- grades or (c) 4 D+/D/D- grades shall be asked to withdraw from the program and the institute, and all fees paid by them till then shall stand forfeited.

4.5 Calculation of TGPA, CGPA and GPA

Two types of Grade Point Averages (GPAs) are computed using grades earned by a student, the Term Grade Point Average (TGPA) and the Cumulative Grade Point Average (CGPA). The weighted average of grade points earned in a term is called TGPA, whereas the weighted average of grade points earned in all the previous terms is called CGPA. GPA is the weighted grade point average of grade points in all the eight terms.

    To calculate a grade point average,

✓ determine the grade points earned in each course by multiplying course credits by the appropriate grade-point equivalent
✓ add the grade points earned in each course to calculate a term total, and
✓ divide this sum by the number of credits taken to determine the term grade-point average

4.6 Classification of successful students

The bottom line is that students should have earned the minimum number of credits earmarked for the program. In addition, students are declared to have passed in First Class with Distinction if they have obtained GPA of not less than 3.5 on 4 within the stipulated course duration of one year. If students secure GPA of not less than 3 but below 3.5 on 4, they shall be declared to have passed in First Class. Students are declared to have passed in Second Class if they have obtained GPA of not less than 2 but below 3.0 on 4. All others, scoring below 2 on 4 but have obtained not less than C- grade in all their credited courses shall be declared to have passed in Third Class.

4.7 Placement Support

The institute will facilitate the placement process and help students secure the best possible positions. However, ***the institute does not in any manner guarantee placement for every student***. It will however appoint a full-time Placement Director and the placement cell will assist him, both for Placements as well as Projects.

5. Campus facilities

5.1 Resource Center

Great Lakes has a well-stocked library of books, periodicals, journals and digital media. Constant additions are made to keep it up to date. The library stays open between 8 am and 12 pm on all weekdays and from 10 am to 8 pm on Sunday and from 10 am to 5 pm on holidays. The library has facility to access electronic information systems. Students are encouraged to use AV media room to view some of the most interesting videos in management. The resource center subscribes to magazines, journals and news papers and the students are expected to make it a habit to spend time in the resource center every day going through all these resources. All the books and other resources in the resource center are RFID [Radio Frequency Identity] enabled for easy tracking, issue and return management.

5.2 Resource Category

- Books
- Journals
- AV Resources
- Online / Electronic Resources

5.3 Issue limit and duration

Students are eligible to be issued three books with a maximum ten days retention time. Journals and magazines are for three days only. Online electronic resources for which Great Lakes has subscribed can be accessed through library's Intranet website (http://10.1.1.100/library) while within the campus.

5.4 Issue Policy

- Text & recommended books will be kept for reference only.
- Resources are issued within the issue limit of the user.
- The user should get the documents duly issued at the Circulation Counter.
- The documents should be collected in person.

5.5 Reservation

- Resources can be reserved only when they are on loan.
- The availability of the reserved item would be informed through e-mail/person
- The reserved resource should be collected from RC within 48 hours after intimation. Otherwise the reservation stands canceled.

5.6 Return

- Books should be returned on or before the due date mentioned in the Due date Slip.
- Reminders would be sent to the User accordingly and fine will be imposed for late returning.

5.7 Lost / Damaged Resources

If there are any lost / damaged resources, the User should replace the resource at his/her own cost within 5 days. If the user fails to replace the book within the stipulated time, the RC would initiate the purchase and the user would be charged the actual cost of the resource plus 20-30% additional charge depending on the type of the resources and the amount will be deducted from his / her caution deposit.

5.8 E-Library

Students can access the E-Library resources through Great Lakes' Intranet website by following link http://10.1.1.100/library and they can also send mails to resource@glakes.org/ resource@greatlakes.edu.in for their suggestions and further help.

6. **Computing Facility**

Computing facility in Great Lakes offers campus-wide connectivity for Internet and e-mail services apart from a host of other Intranet services. Each student gets an exclusive e-mail account. All the students are expected to use this e-mail account to communicate with the faculty, academic and administrative staff apart from among themselves. This e-mail account will be available to the students, even after they have graduated from Great Lakes. There are a number of user group mail ids available.

6.1 Network Services Group

Computing facility in Great Lakes is managed by Network Services Group [NSG] consisting of staff and students. NSG offers maintenance of hardware and software services to the students and staff, provides communication services, creates and maintains institute's web site, provides wireless Internet services within the institute's premises and comes out with plans for providing newer and better services. Great Lakes has a computer lab with all the computers networked and connected to servers. Students have free access to these facilities.

6.2 General Rules

- Timings of the computer center will be from 8:00 a.m. to 8:00 p.m. on all days except Sunday when it will be open from 9:00 a.m. to 5:00 p.m.
- The hard disc space on the Great Lakes Network Server System is limited to 100MB per student. The students may store their data in this hard disc and manage. NSG staff can delete files without prior notice, if anyone exceeds the quota limit or is found misusing the space.
- Systems in the lab shall be used for work related to their course of study or any other work approved by competent authority in the institute.
- Users leaving the computer center at the end of the day should ensure that all the computers are properly shutdown and switched off. All necessary steps required to shutdown a Windows XP Desktop should be followed, which implies that the Desktop should not be directly switched off.
- Water, tea, coffee or any other eatable are not allowed inside the computer center.
- Playing computer games is strictly prohibited.
- Any request or complaint should be communicated to NSG Staff in the computer center.

6.3 E-Mail Facility

- All students are provided with an e-mail account under the institute domain name.
- Students shall not send a mail exceeding the size of 1.5MB.
- Each student is given 5MB for mailboxes.
- Whenever multiple files are sent as attachments, they may be zipped into one file and then sent.
- Knowing or reckless distribution of unwanted mails or other unwanted messages is prohibited. Behavior that may cause excessive network traffic or computing load should be avoided.
- Spam is strictly prohibited. Any violation will be reported to the Honor Code Committee.

6.4 Internet Facility

- Wireless Internet access is available throughout the institute campus.
- Only educational sites shall be accessed and the students are advised not to access unethical sites.
- Students shall not allow any other person to access Internet through his / her account.
- All users are responsible for all the actions in their accounts of Win XP/ Email/ Internet/ Printing. It is a good practice to change passwords periodically and not let others use the same.
- Downloading large files is to be avoided. If absolutely necessary this must be carried out with consent of NSG at a specified time period to avoid undue clogging of network.
- Students' Internet usage is monitored and documented through an Internet Firewall.

6.5 Laptops

All the students are expected to have a laptop computer. Any Pentium or compatible laptop with a Wireless Card which supports WPA encryption is desirable. Great Lakes' Network Services Group recommends Intel Centrino based laptop with a minimum of 256 MB RAM and 30 GB hard disk.

- Safe custody of laptops is the responsibility of the owner. Computers provided in the lab and library shall be used only for academic work.
- Any complaint or request for any new software installation should be reported to the NSG staff.
- Students shall take care of their laptops and its accessories and shall not try to move or fix any problem by themselves but instead log a call with the respective company.
- Any damage caused to the laptop will have to be rectified by the participants to whom the laptop belongs.
- Do not install unlicensed software. Great Lakes Network should not be used to download such software.
- Students shall not install any software / external accessories on their laptops without the notice of the NSG and shall not try to open the machine to fit in any accessories that might disrupt the services offered by NSG.

Any violation from the norms laid down above shall be viewed seriously and appropriate disciplinary action will be taken. It also may lead to withdrawal of the facility.

7. Cafeteria

Great Lakes has an in-house Cafeteria to cater to the minimum refreshment requirements of the students and staff. Cafeteria is open between 8.00AM and 8.00PM. All students are encouraged to avail the fully subsidized lunch, on all working days.

8. Great Lakes Honor Code

All students enrolled in the programs offered by Great Lakes agree to abide by the Great Lakes Honor Code. Great Lakes entrusts to the discretion of the students in all matters of conduct – academic, placement, extracurricular activities associated with Great Lakes, dress, classroom behavior, behavior outside the campus, interaction with fellow students, faculty and all the personnel of the institute. Any violation will be heard by a committee of faculty, students and administration. The decision of the committee is binding on the violators. However, the general guideline is that the students' conduct should be conducive to harmonious and friendly atmosphere on the campus.

Each student agrees:

- Not to seek an unfair advantage over other students, including but not limited to completion of academic requirements, placements and usage of institute's facilities.

- To truthfully, faithfully, fearlessly and ethically represent fact and self at all times.

- To respect and protect the property and personal rights of all members of the Great Lakes community.

- To uphold the Great Lakes Honor Code by reporting all material violations, and by fully cooperating with and protecting confidentiality of any Honor Code proceedings.

- All Great Lakes students are also expected to adhere to all policies and requirements of Great Lakes Institute of Mgmt & to abide by all applicable rules & regulations.

Any student found cheating or copying or willfully helping another to do so in examinations, or indulging in any form of malpractice, or judged to have significantly violated the honor code shall be permanently expelled from the institute. All fees paid shall stand forfeited. A student who is judged to have violated the honor code but not significantly enough to warrant permanent expulsion from the institute, will be awarded an F grade in the course during which the violation took place.

8.1 Honor Code Committee

The Honor Code Committee is vested with the responsibility of upholding students discipline, promoting ethical behavior and sensitizing the students on the rights of fellow students, staff and faculty. The Honor Code Committee is responsible for interpreting the Honor Code, interpreting possible violations of the Honor Code, assessing the materiality of possible violations, promoting the values of the Honor Code and recommending possible remedial measures in the cases of possible violations.

8.2 Composition of Honor Code Committee

The Honor Code Committee will include the Honorary Dean, Executive Director, Director-PGPM, two students and two faculty representatives. The faculty representatives will be appointed from among the faculty by the Honorary Dean / E D.

All the students shall sign Great Lakes Honor Code acceptance and return it to the Academic Office. ***Registration as student of Great Lakes is deemed to be complete, only after this is done.***

The Management of Great Lakes Institute of Management reserves the right to make appropriate changes in policies, procedures, educational offerings, requirements, etc from time to time, as deemed necessary and these will be duly communicated to all the students and these will be binding on them, from the date of such communication.

Annexure -1

Listed below are the **fines payable** by students, who violate our policies / rules & regulations.

1) **Unauthorised use of Laptop in the class room : Rs 1,000/- (first offence) : Voluntary**
    Rs 2,000/- (reported by others)

2) **Use of Mobiles in the class room   : Rs 1,000/- (first offence) : Voluntary**
    Rs 2,000/- (reported by others)

3) **Late coming to the class   :   (as above)**

4) **Cross Talking in the class   :   (as above)**

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Subsequent / repeated offenses mean that fine amounts also doubles.   The Student's Council,
CoCos as well as the Honor Code Committee must ensure implementation of all these policies