



Code of Conduct for Students

The smooth functioning of the center depends upon observance of discipline by the students. The center can help the students better when Rules of Discipline are observed properly. Violation of these rules deprives the students of the advantages of different facilities provided by the Center. The following are some of the important rules of discipline. Parents/Guardians are requested to direct their wards to observe the following Rules of Discipline:

1. Students must attend lectures, tutorials, examinations etc. A student whose progress in the various tests and examinations is not satisfactory there parents will be called.
2. Every student must carry Identity card (Where provided) as long as he/she is in the Center campus. It must be produced by the student whenever demanded by the member of the teaching or non-teaching staff of the Center. Every student must bring his/her Identity card to the Center every day. He/She must take proper care of it to avoid its misuse by other students and he/She must take proper care of it to avoid its misuse by other students and outsiders.
3. The conduct of the students in the classes and in the premises of the Center shall be such as will cause no disturbance to teachers, fellow students or other classes.
4. Every student shall wear a clean and decent dress while coming to the Center.
5. No person should be invited in the Center campus without the specific permission of the Center Faculty has a right to refuse such permission.
6. No student is allowed to display any Notice/Circular/Poster/Banner in the Center premises without the prior permission of the Center Faculty. Strict action will be taken against the defaulters.
7. Outsiders are not permitted in the Center premises without the prior permission of the Center Faculty. Center students are not allowed to bring their relatives/friends to the Center premises without the permission of the Center Faculty.
8. Students must take proper care of the Center property. Strict action will be taken against students damaging Center property and will be required to compensate the damage.
9. Smoking/drinking/tobacco etc. is strictly prohibited in the Center premises.
10. If, for any reason, the continuance of a student in the Center is found detrimental to the best interest of the Center, the Center Faculty may ask the student to leave the Center without assigning any reasons and the decision will be final and binding on the student.

11. Playing music on Transistors, Tape-Recorders, Mobile Telephones or any other similar gadgets with or without earphones is strictly prohibited in the Center premises. Defaulters will be punished and their instrument confiscated.
12. Use of Mobile Telephones is strictly prohibited in the academic area of the Center. Students must not loiter on the Center premises while the classes are at work. Boys found loitering near Girls are liable for punishment.
13. Students must not attend classes other than their own without the permission of the authority concerned.
14. Students shall do nothing inside or outside the Center that will interface with the discipline of the Center or tarnish the image of the Center.
15. Students are not allowed to communicate any information about Center matters to others.
16. Matters not covered above will be decided at the discretion of the Center Faculty.
17. All Students are expected to give full respect to the peers, seniors and to juniors.
18. Abuse behavior is strictly prohibited at centre especially with girls/female members.
19. The Students is expected to give full respect to the Employees/faculties of ICS.
20. The Students shall not obtain any notes/Books etc. directly or indirectly from the Employee of ICS without prior approval of Center Faculty.
21. The Student shall always follow Classes timings.
22. Fees shall be paid on timely basis.
23. Delay of fees will result in prohibition of entry in classroom.
- 24. If case of genuine problem of student in paying fees, students should take time for deposition of fees from respective faculty, but cheque should be taken from student of post dated date for recovery of fees. If cheque is dishonour then procedure u/s 138 shall be followed against student(s).**
25. Fees slips should be kept by students and be shown on demand to Centre.
26. Cheating prohibited at the time of class tests.
27. Fees once taken shall not be refunded after 1 week of admission.
28. If students miss the classes without any informing/taking permission from respective faculty then lecture shall not be repeated.
29. Students are solely responsible for their accessories like car, scooter, motorcycle, mobile etc.
30. Students shall not give their passwords and user id of online tests to anyone.
31. Only 1 chance shall be given for online test.
32. Any other matter decided by Faculties or management time to time.

Acts of misbehavior, misconduct, indiscipline or violation of the Rules of Discipline mentioned above liable for one more punishments as stated below:

- A. Warning to the students.
- B. Warning to the student as well as letter to parents.
- C. Cancellation of admission and no refund of fees.

We hope all students must follow the CODE OF CONDUCT.

Warm Regards,

Team ICS