



NATIONAL INSURANCE ACADEMY POST GRADUATE PROGRAMME

INSTRUCTIONS

- **STUDENTS ARE REQUIRED TO READ THE CODE OF CONDUCT**
- **STUDENTS HAVE TO SIGN THE UNDERTAKING**
- **PARENT/GUARDIAN HAS TO ENDORSE THE SAME.**
- **STUDENTS HAVE TO SUBMIT THE SIGNED COPY AT THE TIME OF JOINING.**



NATIONAL INSURANCE ACADEMY POST GRADUATE PROGRAMME

CODE OF CONDUCT

1. General Code of Conduct and Discipline:

It is the guiding principle of the academy to have a self-regulatory mechanism that aims at ensuring orderly behavior, more by peer pressure than by regulations. There will be an element of collective responsibility to make the academy in general and the hostel in particular – a pollution free environment both culturally and physically.

1. Students must always carry their identity cards so that they can present them to the security staff or other designated authorities in the NIA Campus.
2. Dress Code: Students are advised to be in proper dress code in and outside the campus. Casuals are not allowed outside the hostel.
3. Catering services at Hostel will be available during prescribed timings only. Students will be responsible to avail themselves of the same during stipulated timings
4. Students have to maintain strict silence after 10.00 p.m. in the hostel. Personal music systems, TV set; speakers and any other equipment are not allowed in rooms. While using Laptop in rooms care should be taken by keeping low sound level. Playing music on laptop is also not allowed after 10.00 p.m.
5. No person other than the allottee of the room is permitted to stay in the room. Stay of parents / guardians is subject to prior approval from Warden / Principal.
6. Male students shall not visit female student's rooms after 10 p.m. and vice versa. In case of common group assignments and projects, they should use reading room/ library during stipulated hours.
7. Pasting of Posters or inscribing of textual or graphic material in or outside the room must not damage the property of the hostel or invite objections from any quarters. The accountability of damages if any, will devolve on the individual / individuals if identified or collectively as a matter of collective responsibility and accountability as self-control and peer supervision are the guiding principles.
8. Damage to any property of the hostels/academy will be viewed seriously and student/s concern will be liable to pay for actual expenses for repair/replacement of the equipment/s in addition to Fine prescribed by authorities time to time.
9. Sickness –Resident Medical Officer is available on the campus. Students are advised to consult during dispensary timings. If any student falls sick, Hostel Warden must be informed immediately. Absence from any academic activity shall only be considered if necessary permission has been obtained from Warden / Competent Authority.
10. Smoking and taking of alcohol/drugs in and around the campus and within the hostel are strictly prohibited.
11. Overnight Stay/ Leave/ Out of Station – Such stay shall only be allowed on seeking prior permission in the prescribed format. Leaving hostel without permission would be seriously viewed and appropriate action would be taken. In all other cases (not involving overnight stay) if there is delay -the same would be perused by Warden / Competent Authority. If late return is found to be

on a regular basis, the same would be taken view of and parents concern would be apprised about the same.

Whenever any student leaves the institute premises, an entry has to be made in the common register kept at the reception before leaving. The students must be back in the hostel by 10.30 p.m. If for any reason there is a delay, the student must make an entry in the register kept at the gate for the purpose. Such night outs would be monitored by the Warden from time to time. Night outs without permission will be reported to the PGP committee and Director through Warden and would be dealt with appropriately and parents would be informed about this errant behavior.

12. **Celebrations:** Any get-together or parties (including Birthday parties) at hostel can be held at or before dinner. PGP Dinning Hall may be used for such celebrations with prior permission from the authorities. Details of the events must be stated in total while seeking prior approval of the event from the designated authorities. Care should be taken that other people must not be disturbed by noise created during the course of the get-together / parties.
13. Students should strictly follow the rules framed for use of facilities such as Computer Center, Library, Classrooms and Hostels.
14. Any grievances faced by the students as regards to the hostel facilities; food or any other issue should be communicated to any of the hostel committee members who would then look into the issue. If required then the issue would be taken by them to the Warden.
15. Student will not initiate/ participate/ promote individually or in group, any kind of ragging. This is against the law of land and student indulging in such activity would attract legal action
16. In case of any harassment/ragging students should report to the Anti Ragging Committee headed by warden and any other official designated for the same. Serious action as below will be taken in case of indisciplined behavior, harassment to hostel inmates found in and outside the institute campus –
 - a. A penalty/fine payment from Rs.25,000/- to Rs. 1 lac
 - b. Withholding scholarships/fellowships or similar benefits
 - c. Barring the student from taking the examinations
 - d. Barring the student from participating in local/national/international competitions/youth festivals/ seminars
 - e. Expelling the student from hostel
 - f. Cancellation of admission.
 - g. Debarring the student from taking admission in any other educational institute for a definite period.

2. Code of Conduct for Academic Sessions

Academic session means –

- Lectures
- Case Studies
- Group work
- Presentations
- Guest Faculty/Special Invitee sessions
- Workshops conducted on various topics
- Industrial visits
- CEO meet

Conducted in the classroom/auditorium/any other academic place or any place/location inside and outside NIA campus.

Any of the above sessions conducted on any day from Monday to Sunday whether working day or holiday

GUIDELINES:

- Attendance is compulsory for all academic sessions
- Attendance may be taken by Course Faculty or other designated official anytime during the session.
- Students must meet the minimum attendance requirement (as prescribed by the Academy from time to time). The college has the right to cancel the admission/remove the student from the college, if attendance is short.
- Students must be present at the venue 5 minutes before the teacher/presenter/guest faculty/visitor
- Students shall avoid frequent movement in and out of the class. In case needed they can keep a glass/bottle of water with them.
- Use of mobiles is not be allowed in the academic block.

UNDERTAKING BY STUDENT

I have read the above Code of Conduct. I hereby agree to abide by the same. I also undertake that I am mentally and physically sound and I will conduct myself with full integrity in conformity with the above Code of Conduct and I will restrain from any unwarranted / unacceptable behavior that may knowingly or unknowingly damage the reputation of the Academy. I also understand that the Academy is vested with full rights including right to remove from the roll without any prior notice in case of any violation of the provisions of this Code of Conduct and Undertaking.

I also declare / undertake that I will abide by all other guidelines of the Academy pertaining to academic and administrative activities to the extent applicable to the student.

I declare that I am not on sabbatical. / I declare that I am on sabbatical.
(Strike out whichever is not applicable)

A student on sabbatical needs a prior approval from the competent authority of the Academy for pursuing the PGDM Course and a student so permitted will not participate in the placement process of the Academy.

NAME & SIGNATURE OF THE STUDENT

Above contents are read and understood by me. I hereby declare and ensure that my ward follows all the above instructions. In case, if there is any deviation, I would abide by the decision taken by the Academy

NAME AND SIGNATURE OF THE PARENT

PLACE DATE