

## Student Centric Policy @ISBR

### **Purpose**

As a registered higher education provider, ISBR is committed to ensuring that all the students enjoy and uphold an environment that is collegial, safe and respectful. ISBR is devoted to the safeguarding and elevation of its diverse and open community of students. Students are a key part of the School and their well-being, active participation and their success is vital to the mission of ISBR

This policy outlines the process and procedures involved with students in terms of their Code of Conduct, Grievance and mediation and student enhancement in academics. The policy aims to address the expectations and responsibilities of all students enrolled at ISBR and should be read in conjunction with the approved policies of the School.

### **Scope**

This Code applies to all students enrolled with ISBR.

#### **1. Student Code of Conduct**

All students must:

- Keep the School updated if there is any change to enrolment and contact information;
- Check their student email account and other modes of communication or notifications used by the School;
- Pay their enrolment fees in accordance with the timelines set out in their Letter of Offer and Fee Statements;
- Read, understand and comply with the School's policies and procedures;
- Carry their Student ID card with them at all times while on campus and produce it when required as proof of identity;

- Follow the dress code prescribed by the institute.
- Treat others with fairness, respect and courtesy and act in a manner that is not threatening, harassing or intimidating.
- Not use mobile phones, cameras, MP3 players and the like in College building except in Cafeteria or with the consent of the lecturer, as part of the teaching content of the unit, or in emergency situations and then with the least disruption to other students and staff outside the building or in the cafeteria.
- Not communicate using or distributing threatening, offensive or obscene language, images or information;
- Maintain a smoke free and drug free environment;
- Respect the property, facilities and resources of the School

## **2. Student Welfare & Enhancement**

In order to enhance the welfare and experience of students on campus ISBR:

- Gives opportunity for students to be part of the governance.
- Includes students as part of Academics, Admission, Placement and Research Departments for their operations.
- Follows an open door policy where students can meet the management directly to address their concerns through the monthly open forum discussions.
- Has ADHYAYAN, the student assistantship program where students work with individual faculties and assist the faculty in enhancing the academic deliverables.
- Has an exclusive email id, [studentsupport@isbr.in](mailto:studentsupport@isbr.in) which addresses every grievance of the student within 24 hours.
- Gives students Pre internship and pre placement training for ensuring employability of the students.
- Grooms the students through the continuous assessment and training of the students to suit the industrial requirements.
- Provides a well-furnished accommodation along with transportation facilities to all students who are from outstation.
- Provides group accidental insurance to all students
- Initiated the Training & Transformation center to address all personal, professional and career related concerns of students.

### **3. Student Grievance and Sexual Harassment Redressal**

- In case any student has any grievance regarding any of the process the following is the process to be followed.
- All academic related grievances should be addressed to the Program Manager in writing or through email.
- In the event of the grievance not addressed within 7 working days, then the same gets escalated to the Dean and then to the Director.
- All nonacademic grievances will be addressed to the campus manager in writing or through email.
- A sexual harassment Redressal committee is constituted on campus which will address all the issues related to the same.

### **4. Weak Student Policy**

- For Identification of weak students the faculties will identify the students based on the following parameters in respective subjects by the mid trimester:
  - Class Participation
  - Internal Examination
  - Attendance in the class
  - Assignment & Presentation
- Post identification of the students, a counselling session will be provided to the student's in order to understand the difficulty of the student.
- Remedial classes will be provided to students who require additional classes.
- Additional assignments will be given to the students to bridge the learning gap.

## **5. Bright Student Policy**

The outstanding student will be identified on the basis of their performance in academics and all other co curricular activities. This also involves active class participation and a high orientation towards research and learning as well.

- The outstanding performers will be given proficiency awards at the end of the academic year
- The good performers will also be given chances in being part of the in house research projects conducted by the research center.
- The good performers will also have more chances in being student assistances for faculties in the ADHYAYAN program.