

AXIS BANK
YOUNG BANKERS



CODE OF CONDUCT AND RULES FOR PARTICIPANTS

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Introduction

1. AXIS Bank and the Manipal Group have joined hands to cater to the needs of bank by providing well trained Banking personnel to AXIS Bank. A special 9 months programme has been developed to train young graduates in all facets of Banking and Management for absorption into AXIS Bank after successful completion of the course and they would be awarded with Certificate in Banking. All participants will abide by the rules and code of conduct enumerated in succeeding paragraphs. These rules and code of conduct will be read, understood and signed by participants.
2. It is incumbent upon all to maintain consistent standards of personal conduct. Programme Participants would be expected to maintain proper decorum both in the Academic Block, as well as in the Hostel. They would also be required to behave in a responsible manner when they are outside the School. Suitable instructions on various issues would be passed on to the Programme Participants from time to time by posing on website or notice boards. **All Programme Participants are advised to read these notices regularly. It would be assumed that all Programme Participants would have read these notices once these notices have been put up on the website/notice board and have been there for 6 hours.** Some of the important points for compliance on issues of general nature are enumerated in the succeeding paragraphs.

Rules and Code of Conduct

3. Academic Norms and Rules

- 3.1. The timings for the classes at the Academy would be 09.00 am to 06.00pm. Timings for the classes and workshop are to be strictly adhered to. Students coming late will be allowed inside the class only after giving their names/sections/registration numbers etc. at the gate and the same will be recorded for the purpose of taking suitable action for such late coming, as per rules. Anybody coming late would forfeit that day's stipend. Any changes in timings and special sessions will be informed to the students/ put up on the notice board
- 3.2. Students are not permitted to go out of the Academic Block during the working hours without the written permission from the HOD/Heads Student Engagement.
Going out of the campus for lunch and eats is not permitted during the period- 09.00 am to 06.00 pm
- 3.3. No mobiles phones are allowed to be brought to the Academic Block including the stair ways, aisles, passage and foyer area, rest rooms by the students and if caught, the instrument as such would be **seized and it will not be returned** to the student in addition to the stipend cut as per the Discipline Regulations.
- 3.4. Dress code is to be strictly followed and maintained throughout the course of study, both in the campus and hostel/s
- 3.5. The requirement of attendance for the complete programme is minimum 90%. Within the remaining 10%, leave of absence may be granted only on compassionate / medical grounds with specific permission of the HOD/ Head Student Engagement. However, the students would have to make up for the loss of sessions by self-study. Management reserves the right to reject or cancel the approved leave at any given point of time.
- 3.6. Eatables inside the class rooms/computer labs of the Academic Block are prohibited. Defaulters would be fined Rs 250/- per offence of this nature.
- 3.7. Program is being attended by both ladies and gentlemen. All gentlemen are expected to show due courtesy to the ladies. Any violation of decorum would be viewed seriously.

4. Resident's Mess

- 4.1. All residents would be necessarily required to dine in the Resident's Mess. They would be expected to adhere to the laid down timings

5. List of Prohibited Articles/Acts – both in Academic and Hostel Block.

- 5.1. Consumption of Alcoholic beverages, cigarettes, tobacco in any form and chewing gum is strictly prohibited in the Campus and also in the Hostel. Programme participants are also not permitted to come to the hostel after consuming alcohol outside.
- 5.2. Fireworks are not permitted in the campus or the hostel.
- 5.3. Holi colours are not permitted inside any building. Holi will be celebrated only in open spaces nominated by the authorities, only upon written permission from the office of the Head Security
- 5.4. Possession, consumption and offering of narcotic drugs in any form are totally prohibited. Any violation will invite severe disciplinary action.

- 5.5. Stealing or unauthorized possession of items belonging to any other person would be viewed seriously and invite severe disciplinary action.
- 5.6. Possession, accessing it over the internet or displaying of any pornographic material in any form will invite severe disciplinary action.
- 5.7. No private conveyance like motorcycle/scooter/car, etc. is permitted.
- 5.8. Sexual harassment in any form would be viewed very seriously and will entail immediate disciplinary action, including removal, without notice.
- 5.9. Ragging in any form is prohibited both in the precincts of the campus as well as in the precincts of the Hostel and during the entire duration of the course. This would also entail removal from the rolls without notice.
- 5.10. Use of violence or physical manhandling of another PO or any other person will invite severest disciplinary action.

6. Hostel Rules

6.1. General

- 6.1.1. There will be separate wardens for the gentlemen's and the ladies' hostels. The wardens would be responsible for the discipline in the hostel and allotment of the rooms. The concerned Warden heads the Hostel Management Committee. The wardens will be assisted by hostel supervisors and other staff who will be responsible for maintenance of the buildings and other assets.
- 6.1.2. Gentlemen are not permitted to visit the hostel, floors of the hostels earmarked for the ladies. Similarly, ladies will not visit the Gentlemen's hostel, rooms or the floors occupied by them.
- 6.1.3. All residents are expected to be properly dressed before they come out of their rooms. They should not be found roaming around in the corridors improperly dressed.

6.2. Allotment and Vacating the Hostels

- 6.2.1. Rooms would be allotted to the residents by the warden. The allotment would be valid for the complete duration of the Programme. Residents shall not change over to any other room except with the written permission of the warden.
- 6.2.2. Residents may be required to shift to other blocks/rooms for any administrative reasons, as and when directed by the hostel authorities.
- 6.2.3. Residents are advised to check all fixtures and fittings in their respective rooms as per the inventory at the time of occupation.
- 6.2.4. Residents would be required to vacate the hostel at the time of proceeding for the internship during the fourth trimester. Any damage to the hostel property in their respective rooms would have to be made good by the Residents.

6.3. Maintenance and Upkeep

- 6.3.1. Residents must keep their rooms tidy every day before leaving for classes or going out of the hostel.
- 6.3.2. Any request for repair or maintenance should be entered in the registers the specifically kept for this purpose with the hostel warden. Residents must bring to notice of the supervisory staff any failure or breakdown in electric supply.
- 6.3.3. Residents should not attempt to repair the defects in the mains or in the distribution system.
- 6.3.4. When leaving their rooms the residents must switch off all lights, fans and water taps.
- 6.3.5. Bed linen would be changed at stipulated intervals by the supervisory staff.
- 6.3.6. The rooms and surroundings must be kept neat and clean. Services of cleaners would be provided by the hostel.
- 6.3.7. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakages etc. in the bathrooms should be immediately reported through complaint registers.

7. Disciplinary Rules to be observed in the Hostel

- 7.1. Residents are advised not to deface the walls of the hostels by putting up posters, etc. Similarly, no alterations of any nature are permitted.
- 7.2. Cooking in the hostel rooms in any form is not permitted.
- 7.3. Pets of any kind are not permitted in the hostel premises. Feeding of stray dogs and cats or any other animals is not permitted in the hostel premises.
- 7.4. Use of any domestic electrical appliance is not permitted inside the hostel rooms. Any unauthorized electric appliance found in any of the rooms without permission of the warden will be confiscated and disciplinary action initiated.
- 7.5. Any damage of hostel property will be made good by the residents who are responsible for such damage. This includes driving in of nails, defacing of walls, damage to fixtures and furniture's. Fine will also be levied in addition to disciplinary action.
- 7.6. Possession or consumption of alcohol and smoking or chewing of tobacco and the related products is strictly

- banned in the hostels.
- 7.7. Partying in the hostel rooms, in the corridors or anywhere inside the hostel is not allowed without the permission of the warden/ Bank representative.
 - 7.8. Naked fire lamp and incenses are a fire hazard and are not permitted in the hostels.
 - 7.9. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel Premises throughout the year. Residents must switch off all lights and fans and electrical appliances including the mosquito repelling machines, if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
 - 7.10. Playing of loud music and disturbing other residents is not permitted. All residents are expected to maintain the decorum by not disturbing their roommates or their neighbours.
 - 7.11. Playing of card and any outdoor games in the corridors of the hostels is not permitted.
 - 7.12. The Wardens or their representatives may enter any room for verification at any time of the day or night.
 - 7.13. All residents must return to the hostel latest by the time promulgated by authorities.
 - 7.14. Any absence from the hostel at night must be with the specific written permission of the warden. Rules / guidelines for obtaining Night pass will be made available to all students in the Hostel.
 - 7.15. Residents are not permitted to allow their rooms to be used by any other person.
 - 7.16. Visitors must be entertained in the areas specifically earmarked for them.
 - 7.17. The entry of all males is strictly forbidden inside ladies hostel except the authorized officials. Likewise, ladies are not permitted to enter the gent's hostels.
 - 7.18. All residents must inform the warden about any disciplinary or other problems concerning them or their room-mates / neighbours. Any student trying to cover up or hide the wrong, unacceptable act/actions or behaviour of their room-mate/s or fellow students will also be liable for punishment.
 - 7.19. Residents are expected to maintain perfect disciplines and order in the mess and breakfast and lunch on all working days. Outside food and drinks are strictly not permitted to be consumed in the dining hall. Disciplinary/penal action will be initiated against the defaulters.
 - 7.20. Residents are not permitted to take their meals in their room as it has been students who carry the food to their rooms. In case any residents need to take food for the fellow student who is bedridden, a deposit of Rs 100/- has to be given by the student who wants to carry the food to the room and the same money would be returned to the student after returning the plate back to the catering staff. No private caterers are permitted to supply food within hostels.
 - 7.21. Residents are advised not to keep any valuables or jewellery etc. in their rooms. All expensive items must be kept under lock and key when the residents are not in their rooms. The management will not be held responsible for loss of any valuables. All rooms when the residents are not present must be locked and the key handed over to the security by the last occupant leaving the room.
 - 7.22. Residents are not permitted to bring any type of private conveyance to the hostel.
 - 7.23. Proxy or dummy/non room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel.
 - 7.24. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must report to the hostel warden, in case they have to meet an inmate. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises.
 - 7.25. Under the plea of "confidence building measures" of juniors, no action of violation or interference of personal privacy amounting to intimidation will be allowed inside and outside the campus. Such activity will be termed as serious offence as defined in the discipline regulations and strict disciplinary action will be taken against the offenders. Such behaviour includes display of noisy / disorderly conduct, teasing, rough/rude behaviour, indulging in rowdy like behaviour, indiscipline or obscene activities which cause or likely to cause undue hardship or annoyance, physical/psychological harm or mental trauma or raise apprehension of fear in freshers or other students or forcing a student to do anything which s/he not willing to do or which causes him /her shame or embarrassment or danger to his/her life including eve teasing.
 - 7.26. All hostel inmates MUST report any disciplinary matter or problem's concerning them or their room-mate/neighbours coming to their notice to the warden. In case their roommate is absent from the room or is sick/physically/mentally in trouble or is indulging in any bad practices the same MUST be immediately brought to the notice of the Warden.
 - 7.27. No private television is permitted to be kept in the hostel rooms by the students. Students have to watch TV in the common TV location provided in the hotels.
 - 7.28. The residents are forbidden to keep any heavy cash/valuables in the room. The residents are responsible for the safety of his/her items inside the rooms. Giving the rooms keys to any person in good faith is at their own risk. The management will not take any responsibility for any loss of costly articles/money. They may deposit all sums of money not immediately/ required by them for their expenses in the local banks. The residents are supposed to lock the room and deposit the key to the security of the hostel while leaving the hostel.
 - 7.29. Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for bearing the necessary charges to repair or replace them.
 - 7.30. Weapons or replica of weapons are not permitted in the Hostel/Campus at any time. Criminal charges will be filed in detecting such instances against the student.
 - 7.31. Engaging in trade /trade activities within the premises/campuses is prohibited.
 - 7.32. Possession/consumption of Illegal drugs inside the hostel is a serious offence and the defaulters will be dealt with

accordingly.

- 7.33. Harassment will not be tolerated. Harassment whether written, verbal, physical, emotional, racial, sexual including homosexual and pornography is a serious offence and will be treated accordingly.

8. Complaints and Representations

- 8.1. All hostel related complaints shall be made in writing and addressed to the warden. The appropriate channels of escalation and grievance redress should be used.
- 8.2. Residents are not permitted to convene meeting of any sort in the hostel premises without the prior permission of the warden.

9. Medical Help

Basic medical help will be available on Campus, with trained staff nurse support. A doctor would be available at appointed hours in the campus. A stand by ambulance service is provided for emergency cases.

10. Applicability

These instructions are by no means comprehensive. Any issue, not expressly provided herein, would rest at the absolute discretion of the Director, who also reserve the right to modify these instructions at any time without prior notice. It would be the earnest endeavour of the management to make the living conditions in the hostel as comfortable as possible. Cooperation of the residents would help the management in achieving this aim.

REGULATIONS GOVERNING DISCIPLINE AND CODE OF CONDUCT

11. Background

- 11.1. This discipline regulation document is designed with an objective to set uniform set of guidelines of discipline for participants of AXIS Bank, in order to ensure that participants become highly disciplined individuals and are clear on the expected behaviour, so that they become worthy of upholding the values of AXIS BANK .
- 11.2. It would cover the nature of offences, their classification, the method of enquiry, the punishments if any and people who are empowered to award the punishments. Penalties and punishments when awarded will be with the aim of ensuring expected behaviour at all times and to uphold the dignity and objective of AXIS BANK

12. Organisation

12.1 Director MUBC is overall responsible for discipline of Participants. The following officials would be prima-facie responsible for maintenance of discipline of the highest standards at for participants of AXIS BANK.

1. Head of Program
2. Representative of Axis Bank
3. Student Engagement Officer

12.2 However, Director of Campus will be the ultimate authority to decide on the action. His decision would be final.

13. Nature of Offences

The Offences can be broadly classified as Very Severe Offences, Severe Offences and other Offences.

13.1. **Very Severe Offences.** These offences would be the kind that are unacceptable in the campus and are criminal in nature as per law of the land. Committing of such offences will invariably be reported to the Police.

13.2. **Severe Offences.** These are offences which are serious in nature but can be usually dealt internally at MUBC.

1. Theft
2. Academic dishonesty including copying in examinations, communicating with other participants during tests, use of mobile phone, PDA, pager or any other electronic device during tests, any cybercrime like stealing the work of another participant/ deleting the work of another participant or any other such acts, impersonation in tests and plagiarism.
3. Ragging *1
4. Impersonation
5. Forgery
6. Repeated incidents of lying
7. Sexual Harassment *2
8. Missing from campus without permission
9. Improper behaviour with faculty and staff
10. Causing wilful and serious damage to property
11. Failure to report back in time after authorized absence, if any
12. Insubordination to the order / instructions of AXIS BANK Of Authorities
13. Consumption of alcoholic beverages/ returning to Hostel after consumption of alcohol
14. Possession, accessing it over the internet or displaying of any pornographic material in any form
15. Acting in any manner, either singly or jointly, which is prejudicial to the interest and reputation of AXIS BANK and / or against the administration of AXIS BANK
16. Acting in a manner unbecoming of a participant of AXIS BANK
17. Arguing and not listening to the lawful directions of security personnel

***1 Ragging:** Directives of Humble Supreme Court of India, to prevent and curb ragging, at different times have been implemented in the School. Ragging In the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the School. Ragging includes, but not limited to, any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in a rowdy or undisciplined manner which causes or is likely to cause annoyance, hardship or psychological harm or raise fear or apprehension and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or Psyche of a fresher or junior.

***2 Sexual harassment:** In pursuance of the directions of the Humble Supreme Court of India, Sexual harassment includes:

1. Physical contact and advances
2. A demand or request for sexual favours
3. Sexually collared remarks
4. Showing pornography

5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

13.3. Other Offences. These are offences that are of minor nature. However participants need to be cautious of not committing them. Some of the offences under this category would be

1. Absent from classes / events
2. Improper dressing / turn out in academic block
3. Improper dressing / turn out in mess
4. Late for classes/events
5. Absent from hostel
6. Late arrival at hostel
7. Unshaven / improperly groomed
8. Smoking, Consumption of tobacco in any form in campus premises or outside while in uniform.
9. Use of mobile telephones in the Academic blocks including- class rooms, aisles, lift and rest rooms.
10. Possession / use of private conveyance like motorcycle/scooter/car etc., in the Academy.
11. Speaking in any other language other than English in the Academic Block.

* The above lists are illustrative in nature and not exhaustive.

14. Modality of Investigation / Enquiry

All incidents / cases of offences would be enquired into by following who would submit the findings to the Director where necessary as per para below for necessary decision / ratification:

1. Head Student Engagement/Security Officer
2. Head of Program.
3. Representative of AXIS Bank.

Where found necessary, a member of the faculty can be co-opted for the enquiry process. Decision will be taken based on the written investigation report submitted by this Committee. As a part of the enquiry / investigation, the participant/s against whom such investigation is underway may be provided the opportunity to be heard. Punishments for less severe offences can be awarded without a written investigation report, except when a punishment of loss of stipend is awarded.

15. Penalties

The recommended maximum penalties for various offences are stated below:

15.1 Very Severe Offences

1. Dealt within the law of the land. Such participants will invariably be withdrawn from the program based on the internal investigation results

15.2 Severe Offences

1. Withdrawn from the program based on the internal investigation results and will refund the stipend received so far and bond money as prescribed by AXIS Bank
2. Withdrawal of stipend as deemed fit by Director of Campus.
3. Warning letter with a copy to parents and bank.
4. Make good the loss of damaged/destroyed property
5. Cancellation of DOP/NOP and leave facility till term/programme end
6. Every two hourly attendance sign off in presence of the warden or security.

15.3 Other Offences

1. Deduction of stipend up to 15 days
2. Warning letter with a copy to parents.
3. Debarred from day and/or night out passes for a period of one term.
4. Not allowed to go out of the academic block/hostel after 6 pm.
5. Written Warnings/Counselling

16. Powers of Punishment

The following officials are empowered to award punishments to the program participants.

Director

1. Withdrawal / expulsion from the course.
2. Deduction of stipend beyond 15 days
3. Make good the loss of damaged/destroyed property
4. Written warning / Counselling.

Head Student Engagement/Head of the Program / Bank Representative

1. Deduction of stipend up to 15 days
2. Two hourly attendance programme
3. Make good the loss of damaged/destroyed property
4. Debar from out pass up to one month or term end
5. Written warning/Counselling

However, all such decisions taken by these authorities would require to be ratified by the Director.

Rules for issuing 'Night Out Pass' for AXIS BANK students

For the benefit of all, the rules relating to night out pass [NOP] are summarized here below:

1. A student can be away from the campus during the night only with an approved NOP.
2. NOP is issued at the discretion of AXIS BANK and not as a matter of right.
3. A student is eligible for only one NOP per calendar month, on any day of student's convenience. Student can combine one NOP with holiday or weekend, provided there is no academic/lab sessions scheduled during that time.
4. No NOP is permitted during the 2nd half of the last month of the trimester in view of examinations.
5. If any disciplinary proceeding [DP] has been issued, then he or she is not eligible for NOP.
6. If a student extends authorized absence beyond granted permission, apart from disciplinary action, stipend would be deducted for all the days of authorized absence plus extended absence.
7. All NOP requests are to be made to the respective wardens in the printed form. The destination, address, purpose & contact number are to be written on the reverse of that. Test checks will be made to ensure its correctness and if found wrong will be subject to DA proceedings.
8. Request for NOP has to be given four days in advance during prescribed dates and time, as advised by wardens trimester-wise.
9. NOP holder has to keep the roommates informed of the destination & other travel details. If there are instances of students missing without NOPs, not only such students but all their room mates who assisted in such covert activity will be subject to disciplinary regulations.
10. An NOP is valid for leaving only after class hours and the NOP holder has to be present for the PT on the date of joining.
11. Availing an NOP for a defined purpose and using it for any other purpose e.g. going to a late night movie and returning thereafter is not acceptable. Wardens will not allow students inside the hostel other than in conformity with the NOP issued.
12. Permission of local guardian or parent is mandatory for issuing NOP. The sms /email would be sent to parents/local guardian's registered mobile number and email id.
13. No student should approach any faculty for an NOP or early leaving or for any such non-academic issues.
14. CT/HOD are authorised to permit leave of absence on working days- Monday to Friday. This is purely based on emergency and compassionate grounds.

Some of the student's action groups which shall be actively involved in such activities are:

Student activities

The School believes that it is responsibility to develop the students at the campus while they are still students. The students are considered as active partners in managing the School in its activities viz. Conferences, Guest lectures, seminars, cultural programmes, sports activities, running of mess, etc. It is expected that they play an active role rather than remain passive recipients. The students are thus provided an opportunity to develop management skills in organising different co-curricular and extra-curricular activities with basic support from the School.

1. Hostel Committee: The Hostel Committee, is concerned with helping the warden in smooth functioning of the hostel. The members are responsible for bringing any problems faced by the inmates of the hostel to the concerned authorities.
2. Mess Committee: The Mess Committee, is responsible for the smooth running of the mess. They shall coordinate with the mess in deciding menu, monitoring the quality of the food and hygiene of the mess and its surroundings.
3. Co-scholastic Committee: This committee organises activities like quizzes, book reviews, debates, group discussions, cultural events, etc.
4. Sports Committee: This committee organises sports events on the campus/hostel.

LEAVE RULES

1. One day in a month is allowed as leave, subject to authorized leave being sanctioned to the student, as per Manipal process
2. Leave process –
 - a. The leave application needs to be made to the Head - Security, Safety and Chief Warden
 - b. Once cleared by the above, the same will be finally approved by Associate Dean subject to restrictions on the number of leaves as per rules
3. At one time, no more than 20% of the class will be granted leave

No student will approach the bank HR representative directly for addressing any of their grievances, without having met the Director first to get resolution.

Declaration: - I _____ acknowledge having read the Code of conduct handbook for participants and understood its contents and further I declare that I will abide by the clause/s, rules, and regulations of the code of conduct.