



EXCELLENT

ACADEMY

Success Through Excellence, Unfolded!!

Code of Conduct for Aspirants at Excellent IAS Academy

General Guidelines:

This code of conduct is designed to ensure a disciplined, respectful, and productive learning environment at Excellent IAS Academy. All aspirants are expected to adhere to these guidelines while within the institution premises.

1. General Guidelines

- **Commitment to Learning:** Aspirants must maintain dedication towards their studies and strive for academic excellence.
- **Respect and Integrity:** Treat fellow aspirants, faculty, and staff with respect, fostering a positive and inclusive learning environment.
- **Adherence to Policies:** Follow all institutional rules, academic regulations, and administrative instructions.

2. Discipline and Conduct

- **Punctuality:** Arrive on time for classes, discussions, and other academic activities.
- **Dress Code:** Maintain a neat and presentable appearance in line with the academy's standards.
- **Classroom Etiquette:** Avoid disruptive behaviour and maintain decorum in classrooms and study areas.
- **Respect for Faculty and Staff:** Follow faculty instructions and engage constructively in academic discussions.

3. Use of Institutional Resources

- **Library and Study Areas:** Maintain silence and use study spaces efficiently without causing inconvenience to others.
- **Electronic Devices:** Use mobile phones, laptops, and other devices strictly for academic purposes while inside the premises.

- **Facility Maintenance:** Keep classrooms, washrooms, and common areas clean and respect academy property.

4. Ethical Standards

- **Academic Integrity:** Avoid cheating, plagiarism, or any form of dishonest academic behaviour.
- **No Discrimination:** Refrain from any discriminatory actions or statements based on gender, caste, religion, or background.
- **Harassment-Free Environment:** Maintain a respectful and safe space for all individuals within the institution.

5. Attendance and Participation

- **Regular Attendance:** Maintain at least the minimum required attendance for all sessions and activities.
- **Active Engagement:** Participate in discussions, tests, and group activities to enhance learning.
- **Permission for Absence:** Inform the administration in advance in case of unavoidable absence.

6. Restrictions and Prohibited Activities

- **No Personal Bonding with Faculty:** Maintain a professional relationship with faculty members without personal interactions outside the academic setting.
- **No Unauthorized Gatherings:** Any group discussions or meetings should be conducted with prior approval from the administration.
- **No Substance Use:** The use of alcohol, drugs, or tobacco within the premises is strictly prohibited.
- **No Misuse of Social Media:** Avoid spreading misinformation or sharing any institution-related content without authorization.

7. Disciplinary Actions Non-compliance with the code of conduct may result in warnings, suspension, or expulsion, depending on the severity of the violation.

8. Issue Addressal Process

1. **Primary Contact:** The first point of contact for any issue is the **Mentor**. The mentor is responsible for addressing and resolving the concern at the initial stage.
2. **Mentor's Responsibility:** The mentor must analyze the issue and provide a resolution or status of the issue (depends on the urgency of the issue) within 12- 24 hours.

3. **If the issue is financial:** If the problem is related to hostel rent, fee, or other financial matters, the mentor should **contact Sandhya** immediately for assistance.
4. **If the issue is disciplinary:** If the problem concerns hostel discipline or violations of the code of conduct, the mentor should **contact Dinesh** for appropriate intervention.
5. **Mentor Status Update:** The mentor must provide a status update on the issue resolution within 24 hours.
6. **If Status of the issue not shared by Mentor within 24 hours:** If the mentor fails to Provide status of the the issue within the given time, **HR should directly approach the respective persons (Sandhya – for financial issues and Dinesh for Disciplinary issues) for further action.**
7. **Final Escalation:** If then also they fail to provide a resolution, the matter will be escalated to higher management for a final decision.

Declaration I hereby declare that I have read, understood, and agree to abide by the Code of Conduct set forth by Excellent IAS Academy. I acknowledge that failure to adhere to these guidelines may result in disciplinary action as per institutional policies.

Name: _____

Batch: _____

Signature: _____

Date: _____

---- Thank You ----