

Student Handbook

**S. P. MANDALI'S PRIN. L.N. WELINGKAR INSTITUTE OF
MANAGEMENT DEVELOPMENT & RESEARCH**

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I. Preamble

At **S. P. Mandali's Prin. L.N. Welingkar Institute of Management Development & Research**, we uphold the values of our founding educational trust, Shikshana Prasaraka Mandali (established in 1888), with a strong focus on Leadership, Innovation, and Design Thinking. We expect that our students shall follow these principles, in letter and spirit, not only during your tenure at the Institute, but also in your journey forward as responsible citizens of the world.

The faculty and staff extend a warm welcome to our incoming students.

You have chosen well, and we encourage you to enjoy the journey, take up every challenge and overcome it successfully.

II. About Us

S. P. Mandali's Prin. L. N. Welingkar Institute of Management Development & Research is part of the illustrious educational trust, Shikshana Prasaraka Mandali, Pune, which runs 43 education institutions in India.

Established in 1977, S. P. Mandali's Prin. L.N. Welingkar Institute of Management Development & Research, also known as WeSchool *, has come a long way since our humble beginnings, to becoming one of the leading business schools in India today. With some of the best and most respected faculty in their respective domains, we provide a unique teaching – learning experience, with a mix of classroom lectures, case studies, projects, field visits and other forms of experiential learning to transform you into well rounded professionals and global citizens.

* The change in name to 'WeSchool' is only a change in the brand identity, to reflect our philosophy of change, and to represent our multiple campuses at Mumbai and Bengaluru. The identity of the Institute remains unchanged as Prin. L. N. Welingkar Institute of Management Development and Research.

III. Our Vision

To nurture thought leaders and practitioners through inventive education.

IV. Our Mission

Focus on inventive education by offering practical, innovative and technology driven programs.

Provide managerial talent with risk managing ability, passion for learning and creative thinking and, values in rapidly evolving economic and social environment.

Contribute significantly to Indian corporate world by preparing management graduates with global mindset.

Build intellectual capital through faculty development, research, consultancy and publication.

Develop alumni network for mutual benefit and keep alumni updated through continuous learning and meeting.

V. Our Core Values

- **Passion**
The soul of Welingkar blossoms in our heart, mind and body.
- **Breakthrough Thinking and Breakthrough Execution**
We foster academic rigor in an environment conducive to innovation.
- **Result Oriented, Process Driven Work Ethic**
We adopt dynamic quality processes to ensure accountability and exceptional performances.
- **We Link and Care**
We support and collaborate with all our stakeholders through mutual trust and respect.

VI. Our Assurance of Learning (AOL) Goals

At an institutional level, our overarching goal is to prepare our students to become globally responsible citizens and innovative leaders.

1. **Leadership Skills**

Each student shall proactively demonstrate the ability to take initiative. He /she should be able to generate agreement, fairly and objectively, by working through different, even conflicting, points of view. He /she should be result oriented and have the ability to take calculated risks.

2. **Innovation Skills**

Each student shall demonstrate the ability to visualize innovative solutions and gather user needs holistically.

3. **Critical, Analytical and Integrative Thinking**

Each student shall be able to analyse a situation to its root cause, using tangible and intangible information.

4. **Global Perspective**

Each student shall be aware of contemporary globally accepted practices, tools and techniques. He / she should demonstrate ability to view problems and solutions from a global perspective – organizational, locational & cultural.

5. **Role of self in the Organization & in Society**

Each student shall demonstrate clarity on his / her personal goals, while being aware of the social context. He / she should be sensitive to ethical issues and believe in working out solutions based on sustainability principles.

6. **Communication Skills**

Each student shall be able to make a good personal impact, and articulate good written and spoken skills.

VII. Students Ethical Behaviour and Life Skills

At WeSchool, we believe that the values you have imbibed during your time in WeSchool will stand you in good stead as responsible students and citizens of the world. Your conduct in your professional and personal life should be such that both you and WeSchool are proud of the association.

1. Students are expected to put in at least 10–12 hours of study every day, including class lectures, pre-reading, assignments, projects, field work and other academic activities.
2. Students shall possess and demonstrate personal integrity and sound moral values, both as representatives of WeSchool, and as responsible professionals and citizens.
3. Students shall represent yourselves, your educational institutions and your workplace to maintain and enhance the image and reputation of oneself and of the institution.
4. Students shall truthfully represent fact and self at all times.
5. Students shall respect the morality, order and rights of others, in keeping with WeSchool's philosophy of truth and fairness to all.
6. Students shall respect diverse thoughts and opinions, regardless of caste, creed, religion, gender, age, nationality, economic stature, disability, sexual orientation, and follow a humanitarian approach towards others.
7. Students shall respect the property and personal rights of others.
8. Students shall not violate any local, federal, state, laws or ordinances.
9. Students shall not attempt to or actually steal, have unauthorized possession, and/or damage property of any other person or entity.
10. Students shall inform the Institute in case you have any pending FIR / charge sheet / police complaints / civil or criminal proceedings against them.

VIII. Admission & Payment of Fees

1. Students shall be registered with your full name (first, middle, last names) as per your Graduation Certificate. (For students who have appeared but Graduation certificate is not yet issued, then Higher Secondary (HSC) certificate). In case there is any discrepancy in the name, student shall intimate the Institute, within 1 month of admission, with supplementary records to support any correction / change in name.

2. Students shall take care that all information provided during the process of admission, is correct and updated, and that there is no misrepresentation of facts, either prior to, or during his / her stay in the institution.
3. Students shall not suppress or provide incorrect information about his/her physical or mental health or learning disabilities, at the time of admission. In the interest of the student, the institute may take suitable course of action with regard to his / her admission.
4. At the start of the first trimester / semester, students shall update your personal, academic and contact details, on the Institute's online portal "E-learn". The same email id and mobile number will be used by the Institute for a variety of purposes, including but not limited to identification, user-id creation and communication / notifications. The Academic Deliverables Cell (ADC) shall form official groups of these ids / nos., for ease of communication with each batch of students. Students shall keep these email-ids and mobile numbers current and access them regularly throughout your tenure at WeSchool. Any change in email id or mobile no. shall be immediately notified to the ADC and updated on E-learn.
5. Students shall receive a log in ID and password for accessing the "e-Learn" portal and may view the following information on the portal:
 - a. Teaching Learning Plans
 - b. Lecture Schedule
 - c. Notices
 - d. Individual Attendance Record
 - e. WeSchool Policies
 - f. Any other notifications that may be posted from time to time.
6. Students shall pay the Program fees, as stipulated by the Institute, within defined timelines. If the same is not paid within the stipulated date, the student is liable to pay late fee charges as notified by the Institute. Late fee is applicable from the day after the last date of payment of fees notified by the Institute, up to the actual date of payment.
7. Students shall acquaint themselves with the refund policy, as per regulatory norms, for cancelling confirmed admission. In the event a student discontinues study at the Institute, he / she shall intimate the Institute in writing, and vacate the hostel premises.

8. Students who are selected for participation in international internships /projects shall bear the expenses for such participation, which is in addition to regular tuition fees. Such participation is at the discretion of the Institute, subject to the student meeting specific performance parameters/ requirements, and the Institute reserves the right to confirm the student's participation. The Institute does not guarantee stipend for any internships or projects.

IX. Photo Identity Badges

1. Students shall wear on your person the Photo Identity Badge issued by the Institute, from the time of entering the Campus and till exit from the Campus. Security guards are authorised to prevent entry to students not carrying their identity badges.
2. Students shall not indulge in unauthorized, improper, duplicated possession or use of identity badges for entry to WeSchool's premises. Disobedience / defiance on the part of any student shall be viewed seriously, rendering student liable for disciplinary action.
3. Lending the Identity Badge to someone else or using the Identity Badge of someone else amounts to impersonation and will be viewed very seriously by the Institute, rendering both the lender and the user student liable for disciplinary action.
4. It is advised that students make it a practice to carry / have on your person, a valid photo identity card, at all times.
5. In case of loss or damage, duplicate card shall be issued at a charge as decided by the Institute.

X. Mobile Phone / Tablet Usage

1. Students shall keep your phones and any other mobile devices switched off or on silent mode in the classrooms, examination halls, meeting rooms, auditorium, Learning Resource Centre (Library), and during discussions with faculty or industry mentors. Use of mobile devices includes voice calls, video calls and texting. Contravention could result in confiscation of the device and levy of fine at the discretion of the Institute.

2. Students may use mobile devices in the canteen and public areas.
3. Students shall observe phone etiquettes while speaking on your devices.
4. Students shall be aware that all communication and/or exchange of information electronically, including through social media platforms, by and among students, shall be in accordance with governing laws, directives and regulations in force. WeSchool shall not be liable for the content and/or authenticity of such information. Student discretion is advised.

XI. Safety & Security

WeSchool endeavours to provide a safe and secure environment, by a robust security system, CCTV surveillance and fire safety measures at our campuses and hostels. Even so, as responsible citizens, students are advised to be alert and responsive to any untoward threats or alarms.

1. Students shall be responsible for your possessions and valuables, including cash, mobile devices, and any other items, within the campus and hostels. Students shall not hold the Institute responsible for any loss, damage, theft etc. of personal belongings, nor approach any Government / Private agency / department upon happening of such event, without the prior written consent of the Institute.
2. Students shall be responsible for reporting any lost or found valuables and handing over the same to the Facilities Department at Mumbai and Administrative Department at Bengaluru campus.
3. Students shall not bring any visitors into the Institute premises without prior written permission. Authorized visitors shall follow WeSchool's security norms for entry and exit.
4. WeSchool is a smoke free zone. Smoking is strictly prohibited on campus. Contravention on the part of any student shall be viewed seriously, rendering the student liable for disciplinary action.
5. Students shall not mishandle or tamper with the CCTV equipment, or any safety or fire equipment, or engage in behaviour that is a potential fire or safety hazard.

6. Students shall not possess or use any potentially dangerous equipment or instruments like firearms, sharp or explosive devices, fireworks, or inflammable / dangerous chemicals.
7. Students are strongly advised and expected to be aware of and practice prudent standards of safety and security, including, but not limited to, observing traffic rules, being mindful of personal and peer wellbeing and wellness, timely and appropriate reporting of any dangerous conditions or behaviours, etc.

XII. Medical Assistance

1. Basic medical kit is available on all floors with the security guard at Mumbai campus, and in the Admin Office on the ground floor at Bengaluru campus. For more serious injuries, accidents or illness, students shall immediately contact Facilities Department (Mumbai campus) or Administration Department (Bengaluru campus).
2. In case a student has a pre-existing health issue, or develops it during the course of the program, he / she shall not suppress or provide incorrect information about it to the Institute. In the interest of the student, the Institute must be updated, so that appropriate and timely action can be taken in case of a medical emergency.
3. Students are advised not to attend classes while suffering from any contagious infections, e.g., chicken pox, smallpox, viral fever, conjunctivitis etc. For details of medical absence, please refer to section Attendance.
4. In case a student's physical / mental / emotional health is found to be adversely affecting his / her attendance / performance and participation in academic and allied activities / interactions with peers and faculty, the Institute may call for a medical examination by a certified medical practitioner. In such case, the student shall undergo the medical examinations as recommended, accept the diagnosis and recommended course of treatment. WeSchool's decision on his/her continuation in the program will be final.

XIII. Attendance

1. Students shall maintain minimum 80% attendance for classroom lectures in each subject, including non-credit courses. Time allotted for pre reading, projects, field visits, assignments, etc. is in addition to classroom time. Individual faculty members may, at their discretion, assign some weightage to attendance and class participation in the evaluation of their course.
2. Students shall be punctual for all lectures and institutional activities.
3. WeSchool regularly invites industry stalwarts and eminent guest speakers to address students, so as to enhance your knowledge, learn about contemporary practices, and gain insights from the experiences of the speakers. Most guest lectures, if not all, are followed by an interactive session with the speaker. We believe these sessions immensely benefit students, not only to achieve your professional goals, but also to imbibe invaluable life skills that no book can teach. We strongly urge students to attend and actively participate in these lectures, and use the opportunities as stepping stones to your own success.
4. In case of exigencies like self-sickness / hospitalization, students may apply for leave of absence as per the below procedure :
 - a) Student / parent / legal guardian shall inform ADC in writing about the illness / hospitalisation at the earliest.
 - b) On the day of reporting back on campus, student shall submit Medical request form to ADC with following documents :
 - Original Medical Fitness Certificate from a certified medical practitioner, indicating period of treatment
 - Copies of medical prescriptions
 - Copies of medical tests reports (if applicable)
5. Students who wish to leave the hostel during the period of your illness, shall additionally submit a Medical request form to the Hostel-In-Charge (Mumbai campus) / Head of Administration (Bengaluru campus).
6. Submission of false medical certificates will be viewed very seriously and disciplinary action will be taken as appropriate.

7. Students who have missed classes due to participation in Institutional, placement and / or co-curricular activities, shall be given due attendance credit, as per the below procedure :
 - Student shall submit the Credit Request form to the Process Owner of the activity, prior to, or latest within 1 working day from completion of the activity.
 - Process Owner shall verify, sign and put his / her recommendation for approval of the request.
 - Student shall submit this signed request to ADC, for regularisation of attendance.
8. Late submission of Credit Request Form, beyond 7 working days, shall render the student ineligible for claiming attendance credit.
9. Students shall not request for, and will not be condoned for absence, for any personal reasons other than medical.
10. Students who have missed lectures, for any reasons whatsoever, are advised to approach the concerned faculty to catch up on what you have missed in class.
11. Students who do not meet the minimum 80% attendance requirement for each subject, and are absent without any valid reason, or without seeking prior leave of absence, shall not be permitted to appear for examinations. In addition, disciplinary action may be taken against the student as per the Institute's policy.
12. WeSchool shall contact the parents / local guardian of a student who does not meet the 80% attendance criteria, or who is absent for more than 7 days, without any intimation.

XIV. Dress Code on Campus

1. Students shall adhere to the Dress Code prescribed by the Institute, except on those days when the Dress Code is specifically relaxed.
2. Prescribed Dress Code on campus for boys and girls is semi formals from Monday to Friday, and smart casuals or Indian wear on Saturday and Sunday.

3. On formal occasions, like Guest Lectures, Round Tables, Assessment Centres, Placement Interviews and any other occasions specified as such by the Institute :
 - **Boys**
Business Suits with Tie, formal shoes with socks
 - **Girls**
Business Suits or Sari, formal shoes or sandals
4. Dress code encompasses accessories, personal grooming, including neat hair and nails, makeup. Boys shall be clean shaven or maintain a neat moustache / beard.
5. Students are strictly prohibited from wearing on campus:
 - Jeans on any day except Saturdays and Sundays (unless dress code is specifically relaxed)
 - Clothes that are revealing, or which depict or suggest any illegal / vulgar / political / discriminatory activity or language.
6. In case of any doubt / dispute arising on the appropriateness of attire, the decision of the Institute shall be final & binding upon the student.

XV. Classroom Etiquette

1. Students shall be punctual for lectures.
2. Students shall complete any out of class assignments, pre-reading, before the assigned class.
3. Students shall actively and constructively participate in classroom discussions.
4. Students shall use your mobile devices strictly for academic purposes, and with the consent of the faculty. Use of mobile devices includes voice calls, video calls and texting. At other times, all devices must be switched off or kept on silent mode in the classrooms.
5. Students shall not consume any eatables or beverages, except water, in the classroom.
6. Students shall not copy the work of your peers or seniors, in preparation of your project work, reports, etc. or indulge in academic dishonesty of any kind.

7. Students shall strictly adhere to the Institute's Anti-Plagiarism policy, and acknowledge and provide references of any information or data, which is sourced from the public domain, and which is not your own intellectual representation.
8. Students shall submit your project reports and assignments within stipulated time.
9. Students shall collaborate with the faculty to meet the academic standard requirements.

XVI. Campus Etiquette

1. Students shall collaborate with the institute, and take responsibility for cleanliness and hygiene of the Institute, hostels and their environs.
2. Students shall use Institute resources responsibly and judiciously, and not damage or deface property, furniture & fixtures, IT assets or any other facilities in the Institute or hostel premises. This includes prudent and non-wasteful use of power and water resources in the classroom, washroom, hostel, lift, etc.
3. Students shall respect and follow the rules, instructions and guidelines of the faculty and staff.
4. WeSchool is a smoke free zone. Smoking is strictly prohibited on campus. Contravention shall be viewed seriously, rendering the student liable for disciplinary action.
5. Students shall not carry, possess, consume, distribute or sell tobacco, alcohol, drugs, or any other banned or addictive substance, or their products thereof. Drugs include those that are not legally obtainable, as well as, those that are legally obtainable, but used for illegal or unauthorized purposes. Violation shall be viewed very seriously, even amounting to expulsion of the student.
6. Students shall not bring, carry, possess, send or forward any obscene, objectionable, political, religious or anti-social material in any format, (books, websites, prints, videos, images, CD's, MMS, WhatsApp messages etc.) in any part of the Institute or hostel premises, or be party to any activities which are prohibited under the provisions of Cyber Crime (including social networking sites).
7. Students shall not initiate, cause, contribute, or knowingly report false alarms to WeSchool and/or law enforcement agencies.

8. Students shall not organise, participate, or in any way be involved in any on-campus or off-campus demonstration, meeting, procession, or any potentially disreputable activity, without prior written permission of the Institute. This applies whether or not such demonstration, meeting, procession, or activity disrupts teaching, research, administration, disciplinary proceedings, or any other WeSchool activities.
9. Students shall not affiliate or accept membership of any local, national or international religious or radical or terror group or outfit, including unaffiliated individuals, whether or not such group or outfit or individual is banned by any national government or former government or inter-governmental organization.
10. Students shall not incite or aid or abet any activity that infringes on the rights of other members of WeSchool's community.
11. Students shall not possess, carry or use any potentially dangerous weapon, ammunition, equipment or instrument like firearms, sharp or explosive devices, fireworks, or inflammable / dangerous chemicals.
12. Students shall immediately report to the Security / Vigilance Officer, any instances of tobacco / alcohol / drug abuse, or any instances of anyone carrying weapons or firearms or inflammable material.
13. Students shall not resort to any academic or non-academic dishonesty, including but not limited to plagiarism, falsifying information, forgery, furnishing false information, withholding information, or misrepresentation in any transaction with WeSchool, or its any stakeholders.
14. Students shall not use WeSchool's documents, data, records or identification, for any reason other than why it was provided to them, and without express written approval to do so.

XVII. Ragging / Sexual Harassment / Discrimination

WeSchool strongly opposes and condemns any form of ragging, sexual harassment, and / or discrimination against any student, on any grounds whatsoever. Committees have been constituted for Anti-Ragging, Sexual Harassment and Prevention of Atrocities to SC/ST, to deal with any such cases.

Anyone found guilty of committing, participating, abetting, or propagating ragging, and / or sexual harassment, directly or indirectly, within or outside WeSchool, including

hostel premises, shall be dealt with as per the provisions of AICTE Anti Ragging Affidavit 2009 and Maharashtra Prohibition of Ragging Act 1999, and shall be liable for expulsion from the Institute.

The Committee for Prevention of Atrocities to SC/ST category works as per the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989. This Committee handles grievances of discrimination against students from this category.

1. Students shall not take unfair advantage of fellow students.
2. Students shall not threaten, intimidate abuse, harass, coerce, bully, disgrace, degrade, or endanger another, in any way or form whatsoever.
3. Students shall not discriminate, on political grounds, or for reasons of race, caste, creed, religion, gender, age, economic background, disability, sexual orientation, or any other basis, for any reasons whatsoever.
4. Students shall not conduct or participate in any activity which is disorderly, inconsiderate, lewd, indecent, or which constitutes a breach of peace, or causes inconvenience, annoyance or alarm to others. This includes, but is not limited to, any unauthorized use of electronic or other devices to record any person or event or activity, within or outside WeSchool campus, or in the hostels, without the prior knowledge and consent of the concerned persons being recorded, where such recording is likely to cause physical or mental or emotional injury or distress.
5. Students shall not sexually exploit or abuse another, or offer or accept sexual favours for any material or non-material benefit.

For reporting any instances of Ragging, please contact:

Mumbai campus:

Capt. V. N. Kanade, General Manager – Operations

Extension no. 8384

Email : vn.kanade@welingkar.org

Bengaluru campus:

Mr. Vijay V.C., Head – Administration

Extension no. 364

Email : vijay.chengalrayan@welingkar.org

For reporting any instances of Sexual Harassment, please contact:

Mumbai campus :

Ms. Sita Ramanan, Chief Controller of Examination & Chairperson – Sexual Harassment Committee

Extn no. 8292.

Email : sita.ramanan@welingkar.org

Bengaluru campus:

Ms. Anitha Kumar, Director's Office

Extn no. 342.

Email : anitha.kumar@welingkar.org

XVIII. Communications

1. Students shall submit your email id and mobile numbers at the time of joining, which will be used by the Institute for a variety of purposes, including but not limited to identification, user-id creation and communication / notifications. ADC shall form official groups of these ids and numbers, for ease of communication with each batch of students. Students shall keep these email-ids and mobile nos. current and access them regularly throughout your tenure at WeSchool. Any change in email id or mobile no. shall be promptly notified to the ADC and updated on E-learn.
2. Students shall agree to sign any documents required in the course of executing any formal policy or procedure at WeSchool, or as a part of any project / assignment where you represent WeSchool, eg. to maintain the integrity or confidentiality of the project.
3. Students shall not make any statement / comment / post / share in print or electronic media, or social networking sites, on any matters or information relating to WeSchool, its present or past students, curriculum, facilities, faculty, staff or any other stakeholder, without the prior written consent of the Institute. Any statement / comment which is not in line with the principles of the Institute, or is defamatory in nature, or affects the goodwill of the Institute, faculty, or staff of the Institute, is liable for strict disciplinary / legal action, as found appropriate by the Institute. Any student(s) who are privy to such statement / comments shall bring it to the notice of the Dean - Administration (Mumbai campus) or Head of Administration (Bengaluru campus).

4. Students shall not post any notices on WeSchool's bulletin boards or social media sites or groups, even if it is in the interest of the Institute and fellow students, without prior written consent from the Dean / Head of Administration.

XIX. Confidentiality

1. Students shall not divulge or inform in any manner, including through social media, to any person or agency, in any form whatsoever, information relating to the activities of the Institute, including, but not limited to, placements, resources, events, past or present students, faculty or staff.
2. Students shall submit any project / allied work report only to the concerned corporate / faculty member / LRC, and shall not submit / share / post the same to any person, organisation, media, including social media, without the prior written consent of the corporate and the Institute.

XX. Intellectual Property

"Intellectual Property" includes, but is not limited to, creations, inventions, ideas, discoveries, research, projects, scaling up and developmental results, outcomes, improvements, technology, know-how, patents, designs, trademarks, layout, thesis, writings, works, drawings, formulae, prototypes, expressions, publications, softwares, trade secrets, copyright, related rights and all intellectual property, whether or not registrable and / or protectable under any law applicable and in force from time to time.

1. Students shall be aware that WeSchool is the sole owner of any Intellectual Property created or developed in any manner by WeSchool students, either singly or jointly with other students or faculty members, and using WeSchool resources. This includes any academic or industry projects and collaborations.
2. Students shall extend all necessary collaboration with relevant report writing, paperwork and documentation of such projects and Intellectual property.
3. Students shall not post, share, film, photograph, record, broadcast or publish any lectures, talks or events or any portion thereof, on any platform or media, without prior written consent of the Institute.
4. Students shall use WeSchool's name, logo, symbol, or any other branding elements only for creating or co-creating any material, projects, research

papers, articles etc. whether online or in print, which are directly related to your study at WeSchool.

5. Students shall access and use the intellectual property of WeSchool appropriately and only for the purpose it is shared with them.
6. Students shall not violate or act in any manner, either directly or indirectly, which may result in a likely violation of WeSchool's Intellectual Property rights.

XXI Information Technology

WeSchool's Information Security Management System (ISMS) Policy aims to provide a safe and secure IT environment for its students, faculty and staff for creation and access to various forms of knowledge assets and Internet Protocol (IP). At the same time, instilling trust and confidence that we provide adequate, appropriate and visible information security controls.

WeSchool encourages students to access online information and knowledge, which is secure, yet flexible enough to promote necessary freedom for innovation and research.

1. Students shall use your personal electronic devices to derive maximum benefit from educational material that is available online, and also as a means to get acquainted with the tools used in the corporate world. Students who are not carrying your own device may avail the facility at the Institute's two IT labs, or the computers in the LRC E-zone. Students shall use your personal devices and / or Institute's IT assets strictly as per provisions of prevailing cyber laws.
2. Students shall adhere to and conduct your activities as per the Institute's ISMS Policy and User guidelines. Inappropriate use of information and information assets can expose the Institute to risks like virus attacks, compromise of network systems and services, damage to reputation, and legal risks.
3. Students shall use WeSchool's IT physical assets carefully and ensure that no damage is caused to them.
4. Students shall not misuse or abuse computer facilities and resources, including but not limited to:
 - Unauthorized entry into a file, to access, read, or change contents, or for any other purpose.
 - Unauthorized transfer of a file.

- Share or use another individual's identification and/or password.
 - Use of computing facilities and resources to interfere with the work of another student, faculty member or WeSchool official.
 - Use of computing facilities and resources to send obscene or abusive messages.
 - Use of computing facilities and resources to interfere with normal operation of WeSchool's computing system.
 - Use of computing facilities and resources in violation of copyright laws.
5. Students shall not bring, carry, possess, send or forward any obscene, objectionable, anti-social material in any format (websites, images, videos, CD's, MMS, WhatsApp messages, etc.) in any part of the Institute or hostel premises, or be party to any activities which are prohibited under the provisions of Cyber Crime (including social networking sites), in the Institute / Hostel.
6. Students shall not keep or consume eatables or beverages in and around IT facilities.

XXII Academic Deliverable Cell (ADC)

1. ADC is the liaison between the faculty and the student, and is responsible for:
 - Scheduling lectures as per the curriculum.
 - Ensuring completion of syllabus as per the academic calendar.
 - Maintaining student attendance records.
 - Administering online Student Opinion Survey
2. ADC communicates with students, on our online portal "E-Learn."
3. Students shall access E-learn using your individual user name and password. Here you can view Institutional Policies, Teaching Learning Plans, Time Tables, online study material, your individual attendance records, and any other notices and announcements from the Institute.
In case of any doubts or queries, students may clarify with the respective Program Coordinator in ADC.
4. A Teaching Learning Plan (TLP) details the plan of teaching for a particular course for the entire Trimester, and includes :
 - Learning Objectives
 - Learning Outcomes
 - Learning Goals

- Recommended reading material
 - Syllabus and Session Plan
 - Evaluation schedule
5. ADC deposes two students from each batch as Student Subject Assistants (SSA). Their role is to liaise between ADC, faculty and students for lecture scheduling, classroom allotment, pre-reading handouts, check IT infrastructure in classroom, and any other coordination as specified by ADC.
 6. Neither SSAs nor individual students shall approach faculty directly for rescheduling or cancelling lectures. Such communication shall be initiated and handled solely by ADC.
 7. WeSchool focuses on experiential learning to enhance the knowledge and employability of our students, and to equip you with critical skills and competencies for a smooth transition from campus life to the corporate world. These sessions are mandatory and will be scheduled along with the core subjects for the course.
 8. ADC shall administer the Students Opinion survey during each Trimester. This is a completely confidential rating system where students may provide valuable feedback on curriculum content and delivery. Students are encouraged to give your frank and unbiased opinion fearlessly, as this helps WeSchool to further improve the course.

XXIII. Academic Performance, Examinations & Evaluation

1. Students shall complete within the stipulated time, all the practical work assigned by the Institute in the form of project studies, field investigations and case analyses, besides library reading and class contact hours. The Institute shall evaluate his/her participation in the programme during the year on a continual evaluation basis. This includes participation in project work, outbound programme, foreign language courses, co and extra-curricular activities, and his/her performance in the final written exam.
2. Students shall maintain minimum 80% attendance in each subject, failing which you will not be permitted to appear for examinations.

3. The Grading System (on a 10 point scale) is as under :

Range of Scores	Grade	Grade Point	Performance	SGPA/CGPA Range
80 & above	O	10	Outstanding	9.51 - 10
75 – 79.99	A+	9	Excellent	8.51 – 9.50
70 – 74.99	A	8	Very Good	7.51 – 8.50
65 – 69.55	B+	7	Good	6.51 – 7.50
60 – 64.99	B	6	Fair	5.51 – 6.50
55 – 59.99	C	5	Average	4.51 – 5.50
50 – 54.99	P	4	Pass	4.00 – 4.50
< 50	F	0	Fail	< 4
Absent	Ab	0	Fail	

Where SGPA (or GPA) is the average score for a particular Trimester / Semester and CGPA is the average score of all Trimesters / Semesters.

4. A Full credit course is assigned 3 credits which is 30 hours of classroom teaching. A half credit course is 1.5 credits, which is 15 hours of classroom teaching. Students are expected to put in commensurate hours for pre-reading, assignments, project work, research, field visits, etc., which is in addition to classroom hours.
5. Students shall report to the designated examination hall at least 15 minutes before the start of the exam. Invigilators are instructed to shut the doors 15 minutes before the commencement of the exam. Once the door is closed, students shall not be permitted to enter the examination hall till 30 minutes after the commencement of the examination (30 minutes for a 3 hour paper & proportionately for others). Hence, students not reporting to the examination hall on time shall miss the first 30 minutes of the examination, and will not get any extension of time.
6. Students shall occupy the seat assigned to you with your seat number, in the examination hall.
7. Students shall write only your seat number or roll number (as instructed by the Examination Cell) on the answer sheets. Name is not to be written on the answer sheets.

8. Students shall not converse or communicate in any other form with other students, nor exchange any material, messages, notes, etc. in the examination hall, for any reasons whatsoever. Any queries, clarifications, doubts, shall be addressed only to the invigilator / faculty / staff / Controller of Examinations.
9. Students shall not seek, give or receive any help from fellow students while writing the examination.
10. Students shall not write any part of the question or answer or subject matter on the desk, wall, question paper, or on any other object around him, including body parts.
11. Students shall not carry books, calculators, mobile devices, or any material in written or electronic form, into the examination hall, unless permitted by the invigilator, which is as per the instructions stated in the question paper by the faculty. In any case, no devices shall be shared, even if their use is permitted by the invigilator. Any unauthorised items found in the exam hall shall be confiscated.
12. Students shall not leave the examination hall during the course of the examination, on any grounds whatsoever, until you have completed writing the paper and handed it over to the invigilator.
13. Invigilators / staff are authorized to give instructions and / or take appropriate action, to maintain silence and discipline in the exam hall. Any issue / dispute arising out of such instructions / action shall be referred immediately to the Controller of Examinations, whose decision shall be binding.
14. Students shall keep your answer sheets ready for collection after the warning bell, and not ask invigilators to allow extra time.
15. Students shall not discuss the contents of the examination paper, in the examination hall, during or after the examination, till after all the answer books have been handed over to the invigilator.
16. Students shall not give wrong or misleading feedback to or about the supervisors and invigilators during or after the examinations.
17. Students shall not try to influence or bring any external or internal pressure on the Institute, nor use any political or legal contacts to pass in the examinations, or increase the grades. The institute will take a very serious view of such behaviour, and suitable action against the student.

18. Students will be evaluated in each course by a combination of classroom exercises, projects, mid-term and end term written exams, and any other activities conducted by the faculty. The decision of the faculty regarding grades or any aspect of the evaluation will be final.
19. Students shall secure minimum 50% marks to pass in each head of subject in every trimester / semester. Those who secure less than 50% in any head of subject shall have to appear for a supplementary examination, and pay the requisite fees for the same.
20. Students have to pass in all heads of subjects before you are allowed to move to the next trimester/semester. If a student fails in any head of subject, even after appearing for supplementary examination, s/he shall not be allowed to keep term (ATKT) in the next trimester/semester, and shall be declared as FAIL. In such case, the student shall have to reappear and pass the examination with the next batch, and then re-register in the subsequent academic year for completion of the Program. Proportionate tuition fees shall be payable for the academic year in which student seeks re-registration.
21. In the event a student is not satisfied with the result, he /she may apply for revaluation within 7 working days from receiving the results. Students shall understand that revaluation may result in grades going up or down, or remaining the same.
22. If a student is not able to appear for any examination, for any reason whatsoever, prior permission must be sought and obtained in writing from the Controller of Examinations. In such a case, student will be required to appear for supplementary exams and pay fees for the same.

XXIV. Graduation / Convocation

1. Students shall be declared to have passed the course only when you successfully complete all semesters / trimesters, project work, and pass all the examinations. On successful completion, WeSchool shall issue the mark sheet, which details all the subjects taken by the student and the grade for each subject.
2. Students shall be awarded the graduation certificate at the Convocation ceremony, which is held once a year.

3. Students' name on the Convocation certificate shall appear as per your name in the Institute's records. Any change of name may only be affected within one month of admission to the Program. Request for change of name shall not be entertained at the time of graduation.

XXV. Student Support Services and Resources

(i) Mentoring

Students are evaluated, through an Assessment Centre (AC), for various competencies, based on the Assurance of Learning goals of the Institute. This evaluation is done in the first year, after which students are assigned a faculty mentor, who guides and coaches you in your academic pursuit, personal and professional development, as a part of Development Centre (DC). With an in depth understanding of your aspirations, strengths and areas for improvement, these mentors take on the role of coaches and guides to help you achieve your goals. Students are advised to actively and regularly engage with your mentors to imbibe the full benefit of their expertise and experience.

(ii) Counselling

The Institute provides counselling services to our students through our Counselling Centre 'GroWel'.

GroWel assists students facing any kind of psychological distress, or academic or professional performance pressures or any other life challenges, including but not limited to, academic workload, family / relationship issues, anxiety, depression, loneliness, alienation, adjustment to city life, bereavement, career decisions, addictions, and / or any other concerns.

The Centre provides a safe, comfortable and supportive environment, where students can sound off your fears and develop the resilience to find possible solutions. Everything that is discussed is kept strictly confidential, and only the Counsellor who has interacted with the student has access to the records.

Students may just walk into the Centre on the 2nd floor (Mumbai campus) during normal office hours, or seek an appointment with the Counsellor as per mutual convenience.

GroWel diligently follows ethical standards set by the American Psychological Association (APA).

(iii) Learning Resource Centre (LRC)

Our state-of-the-art Learning Resource Centre (Library) is a treasure trove of knowledge, which supports the teaching, learning, scholarship and research activities of the institute. Our rich collection comprises reference books, e-books, national and international periodicals, journals, newspapers and online databases.

The LRC comprises of Circulation, Stack Area, Compact Shelves, Audio visual Room, Photocopy Service, Periodicals Section, Bound volumes of Journals, OPACs, E-Library Zone, Reading Room, and Discussion rooms. In addition, the Mumbai campus houses a Research, Digital and Corporate Library.

1. Students are strongly advised to use this facility to advance your knowledge, carry out research projects, and widen your horizon.
2. Students shall carry your photo identity card whenever you visit the LRC.
3. Students shall borrow books only on your own Library card.
4. Students shall keep your mobile devices switched off or on silent mode in the LRC.
5. Students shall maintain silence and not play music or hold group discussions in the LRC.
6. Students shall not carry or consume any edibles or beverages in the LRC.
7. Students shall be issued a maximum of 3 books, which must be returned within a week. Failure to do so will attract late fees.
8. Students shall not mark, write, scribble, underline in LRC reading material.
9. Students shall not bring your personal books, magazines, newspapers, folders, etc. to the Research, Digital and Corporate Library (Mumbai campus). However, personal reading material may be brought to the Reading room. The Research Library shall be used by PhD students / research scholars, and by students who are writing articles for conferences, seminars, journals etc. The Digital Library provides digital content viz. databases, Online Public Access Catalogue (OPAC), Institutional Repository, e-books, etc.

10. Students shall refer to journals, CDs, files, Annual Reports, Project Reports, question papers, bound volumes, newspapers and reference materials in the LRC premises only. Such reading materials are not to be taken out of the LRC.
11. Students shall not copy or download any material from the CDs / DVDs in LRC.
12. Students shall have access to, and use the intellectual property of WeSchool only for the purpose it was shared with you, and in a manner appropriate for the purpose.

(iv) Representation in Competitions, Workshops & Seminars

WeSchool encourages and supports students to participate in competitions, workshops, seminars, industry research, consultancy projects, publish research papers / articles in forums that showcase your management skills and learnings. These forums are excellent platforms to interact with industry and academic stalwarts, grow your network, and build your personal brand. Welingkar Research Centre (WRC) offers advisory services for writing research papers, articles, intercollegiate competitions, and publishing the monthly students' magazine.

1. WRC intimates students about various competitions as per relevance and domain.
2. Students shall adhere to the process, timelines and eligibility criteria for the registration / participation as laid down by the competition organisers.
3. The Student Council shall be responsible for compiling and submitting to your Program Head, on monthly basis, the list of students who have registered for any competition, in below format :

S. No.	Student Name	Program	Name of Competition	Organiser
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4. Students may seek guidance from your faculty / mentors during the course of any research / participation in competitions.
5. Students shall agree to sign any documents required as part of any project / assignment / competition where you represent WeSchool.
6. Students, who miss lectures for the purpose of presenting your research paper, or for participating in a competition, shall seek advance leave of absence from ADC and respective Program Head.

7. Students who reach the final round for presentation of your research / competitions shall be reimbursed for outstation travel as per WeSchool policy.
8. Winners, runner-ups and those who have reached the final rounds shall submit to WRC, a report of your experience, with details of the competition, organisers, dates, duration, no. of rounds, team composition, details of all rounds submissions, photographs, certificates, awards.
9. Students shall have access to, and use the intellectual property of WeSchool only for the purpose it was shared with you, and in a manner appropriate for the purpose.
10. Students shall be solely responsible for any work, written and / or oral communication, statement, article, research paper, project report, case study, critique, or assignment, which the student authors, whether for internal or external submission.
11. Students shall strictly conform to the WeSchool Anti-Plagiarism policy, as per UGC (University Grants Commission Act 1956, and not infringe upon any copyright or any other right of any matter and content which may be protected by Intellectual Property Laws. WeSchool subscribes to, and deploys anti-plagiarism software to identify breaches.
12. Students shall be responsible for procuring due authorization for using any ideas, data, results, words, symbols, logos, etc. from their holder / author, which you shall duly acknowledge, by citing and making reference to the source.
13. Students shall understand that any work / project / research conducted by you are the Intellectual property of WeSchool, and shall share all related data and research done with WeSchool. WeSchool may choose to use this Intellectual property for any further research, publication, teaching or monetization, without any obligation to the student.
14. Any violations on account of plagiarism and / or IP, shall be dealt with as per WeSchool's Anti-Plagiarism policy, and UGC (University Grants Commission) Act 1956.
- 15.** Students shall indemnify WeSchool, its faculty, staff and representatives from any legal consequences of violation of copyrights, if any, or any other violation that may have been committed knowingly or unknowingly by the student.

(v) Career Management Cell (CMC)

WeSchool facilitates summer internships and executive placements to students, based on your overall academic performance, competencies and performance in various competitive forums.

Global internships and placements are also available, where students can gain valuable experience and insights from interacting with global corporations, and getting exposure to global management practices and trends. Several students have benefited from their internships in USA, Germany, Japan, China, UAE, Kenya, Ghana, Malaysia, to name a few.

1. Students shall read, understand, sign and abide by the Placement Policy on E-learn.
2. The CMC uses the online portal E-learn, to communicate the various opportunities and schedules for placement. It is the students' responsibility to regularly check for updates and apply timely on E-learn for such openings.
3. Students shall ensure that the information declared by you in your batch profile and resumes is accurate and updated, and can be supported with relevant documents. In case of any discrepancy, the student stands to be disqualified from the Placement process.
4. Students shall adhere to the standard Resume format as prescribed by the CMC.
5. CMC conducts various grooming sessions like Resume writing, Mock GD, Mock PI, Alumni interaction session etc., in preparation for executive placements. In your own interest, students are strongly advised to attend, to further polish your preparedness. Students shall self-register for the pre-placement talks once you are notified of the session by CMC, on e-learn.
6. Students shall report on time and come prepared for the pre-placement talks and other interactive sessions relating to placements. Those who fail to report on time shall be disallowed from further interactions with that company.
7. Applications shall be considered only from those students who attended the pre placement discussion with the company. Students who have registered for the pre placement discussion must attend the session. Failure to do so will be viewed seriously by the Institute, leading to the student being barred from the placement process.

8. Students who have attended the pre placement company discussion must apply within the stipulated application period as laid down by the company. Late applications shall not be considered. All applications must be routed strictly through the CMC to be eligible for the Institute's placement assistance.
9. Students who have applied shall attend all interviews, group discussions and any other parts of the company's selection process. Any student who fails to do so shall submit a written explanation to the Head of CMC, who shall decide if the student may be allowed for further placement process.
10. Students who have missed classes due to participation in placement activities, shall be given due attendance credit, as per the below procedure :
 - Student shall submit the Credit Request form to CMC within 1 working day after completion of the activity.
 - CMC shall verify the request and sign the credit form, which the student shall submit to ADC.
 - ADC shall approve the request and regularise attendance.

Late submission of the credit request form, beyond 7 working days, shall render the student ineligible for claiming attendance credit.
11. Students shall accept the first offer made by a company and shall not revoke his / her acceptance at a later date without joining. Failure to accept an offer or refuse it at a later date shall disqualify the student from further campus placement processes.
12. Students may apply to multiple companies through the CMC, but if he / she is repeatedly not selected, the Institute reserves the right to decide whether to allow him / her to appear for further interviews.
13. Once the student receives a confirmed job offer from any company, he / she shall not apply to any other company, nor participate in the selection process of other companies where he / she had applied earlier. In such cases, the CMC shall inform the other companies where the student's application or selection results are impending, that the student has already been placed and is no longer available for selection.
14. Students shall not under any circumstances, directly negotiate the pay package, or job role or job location, or any other expectation, with the company. Even where the company has indicated that the pay package is negotiable, the student shall communicate his / her expectation, only through

CMC. Even so, the final offer is at the sole discretion of the company and the student shall not refuse it if it is within the range originally communicated.

15. Students shall coordinate with the CMC for your Offer letters from the companies. It is common for companies to send the offer letters several months after placements. Students shall be patient and in touch with the CMC during this period.
16. In case of any discrepancy in the offer letter, students may resolve it directly with the company, while keeping CMC in the loop, in case it relates to any matters that were discussed during the interview process, directly between the student and the company, which the CMC is not aware of. The CMC may be requested to intervene in case of severe discrepancy or where the student is unable to resolve it directly.
17. If placed through campus, it is mandatory that students upload your accepted Offer letter on E-learn. This is true even if the student receives the Offer letter directly from the company.
18. Placed students shall join the company only on completion of your academic year at WeSchool – i.e. in the month of June. Students shall not miss lectures in order to begin your employment with the company, whether full time or part time, without written approval from the Institute.
19. Students who do not wish to be part of the campus placement process, due to higher education plans, marriage, family business, start up plans, own placement, or any other reason, shall inform CMC of the same, before the start of the Placement season, by filling the opt out form available with CMC. This enables the CMC and the student council to work in a more focused manner, towards placements only for the interested students.
20. Students shall not be permitted to participate in the campus placements process if you have remained absent for, or have not cleared any of the end trimester examination and / or supplementary examination.
21. Students shall be dressed in formal wear (refer Dress Code on campus) for any interaction with the company. Students who are not dressed appropriately shall not be permitted to interact with the company.
22. Students shall share feedback about the processes held, through the feedback form available on E-learn. This input would help CMC and faculty to prepare future student batches.

(vi) Alumni Relations

The alumni of an educational institution are its torch-bearers who pass on its legacy, not only to current students, but also to society at large.

WeSchool has a robust alumni network of thousands of past students from various full-time, part-time and Management Development Programs, who are true brand ambassadors of the Welingkar experience. Alumni contribute to, and participate in a host of institutional activities, like:

- Industry round tables
- Panel Discussions
- Insight Sessions to current students
- Curriculum Review and Development
- Student admission process
- Placements and summer internships

Many of our accomplished alumni, including the Group Director of the Institute, are core faculty at WeSchool. In addition, other academically inclined alumni come back to the Institute as visiting or guest faculty. Working in the corporate world, handling real time management situations on a day to day basis, they share this rich experience and knowledge with current students.

Meeting and interacting with alumni provides an opportunity to current students to learn from their success (and struggle) stories, some must-have skills in the business world and understand how to channelize your aspirations and make more informed career decisions.

WeSchool is proud of its connect with past students and takes care to nurture the relationship with regular updates on the going-ons in Industry, conducting events like panel discussions, regional and international get-togethers, competitions and awards.

(vii) Students Opinion

Feedback is an integral part of your programme at WeSchool. ADC shall administer the Students Opinion survey during each Trimester. This is a completely confidential rating system where students may provide valuable feedback on curriculum content and delivery. Students are encouraged to give your frank and unbiased opinion fearlessly, as this helps WeSchool to further improve the course.

WeReflect is our end-of-Program feedback platform, where graduating students are encouraged to share their experience and opinion on various aspects of the Program structure, objectives, outcomes, teaching aids, assignments, evaluation, etc. This feedback is a valuable input for continual improvement of the curriculum and pedagogical tools.

XXVI. Infrastructure

WeSchool takes great pride in our state-of-the-art facilities; Wi-Fi enabled campus, air - conditioned class rooms with LCD projectors and on-wheel furniture to facilitate flexibility, group learning, and create an environment conducive to active learning. Video conferencing and webex is a regular tool for communication and teaching at WeSchool.

Students shall ensure safe, fair, and non-wasteful use of resources, while taking care of the environment in your undertakings.

(i) InnoWe, Maker Space, Prototype Lab

Our state-of the-art Innovation Labs provide opportunities for students to conceptualize, prototype and convert your ideas into viable ventures, under the able guidance of faculty and industry mentors.

(ii) Cafeteria

The Students Cafeteria serves hygienic and healthy meals. Snacks and lunch are provided on all days at this facility, which also serves as a recreational area for students. Our Bengaluru campus has a Hobby Kitchen, where students may cook for yourselves. Ingredients can be sourced from the local canteen vendor at cost.

(iii) Hostels

WeSchool provides serviced and well maintained hostel accommodation with all basic amenities, and 24*7 internet connectivity. There are separate hostels for boys and girls. Hostel rooms are mostly on twin sharing basis with common / attached bathrooms.

At Mumbai, allocation of hostel accommodation is based on availability and provided only to outstation students. At our Bengaluru campus, hostel accommodation is mandatory.

1. Students shall pay the hostel fees for the full academic year once your hostel accommodation is confirmed. In addition, students shall pay a refundable deposit, which is refunded at the end of the 2 years program.
2. The Institute provides a cupboard with a personal lock, for safe keeping of all valuables. Students shall take full responsibility for your personal belongings, including cash, mobile devices and any other valuables brought in / kept in the hostel premises. He /she shall not hold the Institute responsible for any loss, damage, theft etc. of personal belongings, nor approach any Government agency / department upon happening of such event, without the prior written consent of the Institute.
3. The Institute provides security and housekeeping services for overall safety and upkeep of hostel premises. Students shall ensure that your room and surrounding area are cleaned regularly in your presence. Students shall make a personal effort to maintain cleanliness and tidiness, save water and electricity, by turning off taps, lights, fans, air conditioner while leaving the room, which is an aspect of personal management.
4. Students shall take care of the furniture, fixtures, paint, appliances (electronic and electrical) that are provided in the room, and ensure that no damage is done to them. Students shall be liable to reimburse cost of any repair / replacement of any damaged and / or lost items. Students shall not bring or use any electrical gadgets other than those provided by the Institute.
5. Students shall not tamper with any safety or fire equipment of the hostel, or engage in behaviour that presents a safety or fire hazard in the hostel.
6. Students shall be dressed decently and appropriately when you are outside your room.
7. Students shall not bring, carry, possess, send or forward any obscene, objectionable, or anti-social material in any format (books, websites, prints, images, videos, CD's, MMS, WhatsApp messages, etc.) in any part of the hostel premises, or be party to any activities which are prohibited under the provisions of Cyber Crime (including social networking websites).
8. Students shall allow entry to his / her room by any authorized persons like Rector, caretaker, administrator, security officer, housekeeping staff, Institute's contractual

staff like electrician, AC mechanic, painter, carpenter, etc., for carrying out any repairs or maintenance work, or for surprise checks.

9. Students shall regularly enter your "Entry" and "Exit" in the register maintained at the gate by the security personnel. This must be strictly followed even if prior permission has been obtained on any grounds and for any reason whatsoever.
10. Students shall return to the hostel premises latest by 11 PM, unless prior permission has been obtained from your Rector (Mumbai), or Head of Administration (Bengaluru).
11. Students who wish to spend a night out with your parent / local guardian shall seek prior written permission from the Rector (Mumbai), or Head of Administration (Bengaluru). Students who wish to spend a night out with anyone other than your parent or local guardian, must first obtain written permission from your parent / guardian, and then seek written permission from the Rector / Head of Administration.
12. Students' friend, relative, parent or guardian are not permitted to stay at the Hostel under any circumstances, in the daytime or overnight.
13. Students shall not play any outdoor games like cricket, football, etc. in the hostel premises, which may lead to damage of hostel property.
14. Students shall not carry, possess, store, distribute or consume pan, tobacco, alcohol, drugs, or any other intoxicants in any form and by any other name.
15. Students shall be polite and respectful towards any staff of the Institute or hostel, any fellow student, or any other person / visitor to the hostel premises.
16. Students shall not indulge in any form of physical or verbal abuse, or any behaviour that could bring disrepute to the hostel premises or to the Institute, or cause discomfort / disturbance to fellow hostelites and residents.
17. Students shall not possess, use or store any potentially dangerous equipment or instruments like firearms, sharp or explosive devices, fireworks, or inflammable / dangerous chemicals.
18. Students shall abide by the instructions and code of conduct laid down by the hostel Rector / Head of Administration. Misconduct or inappropriate behaviour shall invite strict disciplinary action, even amounting to vacating the hostel premises and expulsion from the Institute. In such cases, tuition and hostel fees are non-refundable.

19. In the event a student discontinues study at the institute, he / she shall intimate the Institute authorities in writing and vacate the hostel premises. In such cases, refund policy will be as per regulatory norms.
20. Hostel accommodation for the second year will be extended on the basis of the student's conduct during the first year.
21. On completion of the 2 year Program, students shall vacate the hostel within four days from completion of the last final exam. Students shall settle all dues and handover the charge / keys of the room to the Rector / Office bearer / Head of Administration. Overstaying shall result in the student being charged one month's rent, and penalty as per Institute norms.

XXVII. Grievance Redressal

1. Students are advised to voice any grievances directly with the WeSchool faculty or staff member, who is responsible for the solution.

e.g. Students may approach the following WeSchool authorities, with your doubts / questions / clarifications :

- i. Academic content and delivery, the subjects which are taught in the classroom, should be addressed to the concerned faculty who teaches the subject, or to your respective Program / Specialisation Heads.
 - ii. Scheduling of lectures: Concerned Program Coordinator from the ADC.
 - iii. Hostel matters: your Hostel Warden / Rector / Head of Administration.
 - iv. Cafeteria and Gymnasium: General Manager – Operations (Mumbai) / Head of Administration (Bengaluru).
 - v. LRC: Librarian / Deputy Librarian.
2. In the unlikely event that the student is not satisfied with the resolution offered, he/she may appeal to the Complaint Resolution Committee (CRC), which comprises :

Mumbai campus

- Dean – Administration – Santosh.tendulkar@welingkar.org
- General Manager – Operations – vn.kanade@welingkar.org

- Head of Program in which the student is registered
- Head of any other Program
- Controller of Examinations – sita.ramanan@welingkar.org
- Head – CMC – Ramesh.Kharwa@welingkar.org

Bengaluru campus

- Sr. Dean & Director – anil.rao@welingkar.org
 - Dean & Head Academics – madhavi.lokhande@welingkar.org
 - Head – Administration - vijay.chengalrayan@welingkar.org
 - Head of Program in which the student is registered
 - Heads of all other Programs.
 - Head, CMC - anuradha.maresh@welingkar.org
3. Student may either submit his / her complaint on the Institute's website, or give a written complaint to the GM – Operations (Mumbai) or Head – Administration (Bengaluru), who will examine the complaint and call a meeting of the CRC for a suitable resolution.
 4. Student shall be informed of the resolution within a month from receiving the complaint.
 5. If the student is still not satisfied with the resolution, he / she shall have recourse to approach the Ombudsman, who is an external entity, empanelled for this purpose.

Student's Confirmation of Understanding

I have read and understood the Students Handbook, and am aware that it is an important part of the process of my admission and tenure at WeSchool.

I understand that WeSchool reserves the right to amend / update any part of this handbook, in case of any changes in regulatory or statutory norms.

I understand and accept that any matters leading to legal proceedings are subject to Mumbai Jurisdiction.



I hereby confirm acceptance of this Handbook, without any force or pressure from any quarters, and agree to abide by it in letter and spirit.