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**ACADEMIC NORMS**

1.	The MBA at GSB is 2 yr fully residential program. Students pursuing the program must stay in the campus residence.
2.	<b>The availability of students is mandatory for 24*7*365 days.</b>
3.	<p>The official language at GSB is English. Usage of vernacular languages within the campus is strictly prohibited. Any student who is caught speaking in the vernacular will be disciplined as follows :</p> <p>1st Time – On-the-spot Assignment / Presentation</p> <p>2nd Time – Fine of Rs. 50/-</p> <p>The Fine amount will have to be paid to the office individually, failing which the amount will be charged against the student's account and collected at the time of examinations.</p>
4.	The students are expected to actively participate in all the activities conducted at GSB.
5.	Students should come well prepared for the classes according to the topic mentioned in the lesson plan for an active participation in the class.
6.	The student must be regular and punctual throughout the course. Students should enter their respective class room at 8.30 a.m. on all working days.
7.	The regular session commences after the arrival of the faculty to the class rooms and once the door is closed by the faculty, students are not allowed to enter the classrooms or go out for any reasons without obtaining prior permission from the concerned faculty.



8.

Students should come back to the classes after the recess before the session commences. The right of admission vests with the faculty.

9.

Special classes may be conducted any time at the discretion of faculty or by the management.

10.

Magazine-reading and presentations are conducted during the class hours and are compulsory for all the students.

11.

No of Days will differ for each semester and will be notified by the course coordinator in the time table.

12.

**Passport To Placement (P2P)** book is to be filled in periodically by every student in consultation with his or her mentor.

13.

Review meetings with one's mentor is mandatory and each student is expected to meet his or her mentor at least once in a week to assess one's own progress.

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**EXAM NORMS**

The following Exam Norms are applicable to all kinds of examinations such as Mid-term, Model and Semester Exams conducted at GSB.

1.	Maintain strict discipline in the exam hall. Strict silence should be maintained in the examination hall. Students should be in formals and wear ID cards.
2.	A seat marked with Register number will be provided to each candidate. Candidate will occupy the allotted seat at least 10 minutes before the commencement of the examination. In no case, candidate shall be allowed to occupy a seat other than the seat allotted to him or her.