
1. DRESS CODE

- a. Participants should at all times be properly dressed suitable for a learning environment.
- b. Participants should not come to classes with clothing that is normally classified as very casual wear, beach wear, sportswear, etc.
- c. No hats or caps should be worn within the CIPM premises.
- d. Rubber slippers and beach sandals are not allowed.
- e. Mini-skirts/pants, three-quarter pants, cargo pants, shorts and fancy trousers are not accepted.

2. BEHAVIOR

Participants are expected to respect both academic and non-academic staff and address them properly.

3. DISCIPLINE

- a. All Participants are under the disciplinary control of the Director of Studies.
- b. Breach of discipline may result in expulsion from the study programme as decided by the Director of Studies.
- c. No refund of course fee will be made at the time of expulsion from study programme.

4. OTHER

- a. Director of Studies has the right to change the venue, time table, examination criteria and the course fee without prior notice.
- b. Any type of violation of examination rules will result in suspending the study programme for 5 years. In such an event course fees paid will be forfeited.
- c. Change of address, and/or contact numbers would immediately be informed to the course coordinator by an email.
- d. The following areas of CIPM main building are out of bound for Participants:
 - i. Examination Unit
 - ii. Roof Top of the CIPM Building
 - iii. Basement of the Building
- e. Within the library premises Participants should maintain silence and should not disturb others decent behavior is expected from all Participants at all times within the CIPM and all other study center premises.
- f. Use of mobile phones or any other communication devices are strictly prohibited within the lecture rooms.
- g. After regular lecture hours if Participants are required to engage in study or group work within the cafeteria or classrooms, both at CIPM and study centers, special permission has to be obtained from the Business School.

Senior Manager Programmes / Director - Business School