The following rules prescribe standards of personal and professional conduct, which the Institute expects to be maintained by all students of the SSP.

**Attendance**

1. A student is to maintain a minimum of 90 per cent attendance (15 per cent for projects, extra-curricular and other allied activities and 75 per cent for classroom lectures, practical sessions as well as any other prescribed curricular / co-curricular activities) in each semester. The 10 per cent concession in attendance is meant to take care of medical leave and leave on personal grounds including the demise of immediate family. No attendance will be granted for any illnesses. However, in extreme cases, the expert opinion of Symbiosis Centre of Health Care and the Director's discretion will prevail.

2. Any shortfall in attendance below 75 percent at the close of each semester, for any reason, will result in that particular term not being granted (TNG) to the student. This will disallow the student from taking the semester-end examination along with his / her batch-mates. The student will be required to take the same at the end of the next semester on payment of a supplementary examination fee.

3. A student receiving a maximum of one TNG for any reason whatsoever will be denied the opportunity to proceed for an internship at the end of the semester.

4. Attending guest lectures is mandatory. They shall be specially marked on the Timetable. Absence without prior permission shall invite a fine of Rs. 500.

5. Students need to be seated in class ten minutes before the start of a session. Entry after the session has started is prohibited.

6. Asking for or giving proxy for attendance is forbidden, and shall be considered a severe breach of conduct.

7. Students are not permitted to leave the classroom in the middle of a session. If a student feels the need to leave the classroom he has to obtain express permission from the faculty and inform the office immediately. This will result in the student losing the attendance for that particular session. Under no circumstances will the student re-enter the class.

8. Students are not to use laptops / ipods, or any other device which may disturb the conduct of class, while a session is in progress. Any default will result in confiscation of the instrument/s. Use of mobile phones in the academic block of the institutes is strictly prohibited. Violation of the rule will result in confiscation of the Sim card.

**Identity Card:**

9. SSP urges students to understand the spirit of wearing of identity cards and to comply with the rule as it is a symbol of belonging to a premier institution of SIU and a means of identification in the event of accidents, medical and other emergencies.

10. After admission and the commencement of the batch each student is issued an identity card by the Administration department.
11 The identity card will contain the student’s name, batch details, permanent registration number (P.R.N.) course details, and expiry date along with a recent passport size photograph duly stamped and signed by the Director.

12 Students are required to carry their identity cards at all times. They may be asked to produce the identity card on demand by personnel authorised by SIU for purpose of identification.

13 In case of loss of the identity card, a duplicate card will be issued on a written request, subject to the approval of the Administrative officer and payment of applicable fee.

14 The identity card must be surrendered to the Institute’s Administration Department at the end of the course while obtaining final clearance.

Academics

15 Deadlines for submission of assignments, presentations and project reports, dissertations or any other academic work are non-negotiable. Failure to submit the same on time for any reason whatsoever will be considered as non-submission and shall not be assessed.

16 Greater stress is laid on professional conduct in communication, which students are required to demonstrate, both in written work and speech. English and Hindi are the languages for all official communication on campus. Use of short forms / slang / SMS form of communication is forbidden. Loud/impolite talk unparliamentary language is forbidden and not to be resorted to under any circumstances.

Policy Document: Use of Studios’ facility
Policy for Students: will be conveyed to Students by Director of SSP

a. No bookings will be entertained via e-mail.

b. Fines as per Studios’ norms will need to be paid within two days of late return.

c. Issue of equipment and use of studio will be restricted if the fine/s are not paid or equipment is not returned on time.

d. The responsibility for equipment and Studio use rests with the student who has made the booking. He or she will need to pay for any damage or loss to the institution.

e. The bookings are non-transferable.

Studio Discipline

20. Students have to book the equipment six days before going for a shoot.

21. Students who fail to register their requirement in the register will not be allowed to take any equipment out of SSP till their next booking is confirmed.

22. Students are directed not to tamper/change camera or light settings while on a studio shoot.

23. Cameras will not be issued to the students.

24. In case of a no show, the student will be fined by the Studios. The fine amount will be Rs. 200 per hour and Rs. 5000 per day.

26. Even if the booking has been done in advance, equipment may be subject to availability.

27. Cell phones and eatables/drinks are not allowed inside any of the studios.
39. Any damage caused due to negligent or unprofessional behaviour will result in withdrawal of the facility.

40. Using the Net connectivity in the laboratory for e-mailing, chatting, browsing, downloading or using any other facility in the laboratory (e.g. scanner, terminal, etc.) for personal use is not permitted. The facility will be withdrawn, if found guilty.

41. Every student is allotted a stipulated space on the server to store assignments, project reports and other academic documents. Violation of this space could entail withdrawal of this facility. The onus of safeguarding one’s data lies with the individual student.

42. No student should attempt to change the setup of any individual terminal.

43. Printouts of assignments, project reports or any other academic document may be taken against a nominal payment depending upon the kind of printout.

44. During the conduct of a practical session, use of the laboratory is restricted only to students participating in the practical session. Others are prohibited from entering the laboratory during the session.

**Dress and decorum**

45. The way the student dress should befit the institute that they represent and reflect the stature and the class of Symbiosis.

The Dress code for SSP Students:
- For all formal Functions and Guest Lectures: Uniform.
- All other days semi-formals.

Students not adhering to above will not be allowed to attend classes and will forfeit the attendance for the classes missed.

For repeated violations after three warnings students will be suspended from attending classes for 3 days and the parents will be informed.

Students are not permitted to wear visible body adornments, including earrings, and display body piercing or tattoos. Lady students may wear only necklaces, finger rings, and ear and nose adornments. Wearing heavy ornaments and/or jewelry on campus is discouraged.

Make up should be sober and unobtrusive.

46. Women students must not wear revealing clothes.

47. Men students must be well groomed, i.e., not to wear long hair, and can either be bearded, mustached or clean shaven only.

48. The behaviour and demeanour of students at all times, within or outside the campus must be above board, reflect a sense of responsibility and be in consonance with the established image of SSP. A student shall not be found wanting in this regard. Any act of indiscipline/insubordination or misbehaviour including complaints from any person or organisation outside the Institute will be viewed seriously.

49. The behaviour and conduct of students shall be expected from responsible and mature adults, which requires them to be polite and respectful in interaction with all members of the Symbiosis family, irrespective of age. Students will address all Faculty and Staff members as Sir/Madam and the office attendants as bhaiya.

50. Indian students are expected to ensure that students of foreign origin are made to feel welcome.
51. Offering hospitality / gratification to any member of the SSP faculty or staff is forbidden. Any such request for hospitality received from anyone in SSP is to be expeditiously reported in writing to the Director.

52. Social interaction with the faculty and staff is to be restricted to official work requirements and social events organised by the Institute only.

53. A student shall be solely responsible for any civil or criminal proceedings arising out of his / her action in society at large.

54. The use of a helmet is compulsory for SSP students riding two-wheelers. The security staff has instructions not to permit parking of two-wheelers for those who do not use a helmet. Students are not to enter into any altercation with the security staff on this account.

55. Consumption of edibles is not permitted inside the SSP building. However, drinking water may be carried.

56. Littering and loitering on the campus is forbidden.

57. Overt display of affection is forbidden on campus.

58. The responsibility for safe custody of personal belonging lies with the individual student.

59. Visits by personal guests are not permitted inside the SSP building during working hours except in an emergency. Visitors are to be advised to contact the Front Desk and wait or leave a message. However, the Front Desk is not obliged to receive, keep and inform every student of messages, except in case of an emergency.

60. Queries regarding administration, accounts and academics will be entertained only during hours specified by fixing an appointment. However, this cannot be the basis for requesting absence from class or coming late / non-attendance.

61. Students are to inform the Institute with particulars of their permanent and local address and telephone number, e-mail ID, names and addresses and telephone numbers of local guardians. Any change is to be intimated in writing within 24 hours.

62. Students are not to leave the city without obtaining written permission from the Administrative Officer.

63. Any absence from the Institute for more than one working day has to be intimated to the Institute by the fastest possible means.

64. All matters and issues pertaining to conduct and discipline will be referred to the Administrative Officer. The SSP Conduct Committee will investigate any reported violation of the Code of Conduct.

65. A student having any complaint of a confidential nature is free to approach the Director at any time. Requisite action will be taken, but the student has to be willing to give evidence in writing where required.

66. The Code of Conduct may be supplemented with Notices or Instructions as deemed necessary from time to time. These will be displayed on the Notice Board. Students are responsible to keep themselves updated in this regard. Ignorance of this Code, Notices and Instructions is unacceptable.
67. In the event of a student being discontinued from the programme after 30 days of commencement for any reason whatsoever s/he shall not be eligible for refund of fees. However, if the student is expelled for serious misdemeanour even before 30 days, refund of fees may be withheld.

68. Instigating or abetting collective insubordination will be viewed very seriously.

69. No society or association of the students will be started without written permission of the concerned authority.

70. Ragging: - Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the SIU.

71. An anti-ragging committee and anti-ragging squad has been established in each institute. Any student having any grievance in this regard may contact the members of the respective committee/squad.


a. Ragging within or outside any educational institute is prohibited.

b. Penalty ragging: Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also pay fine of Rs.1000.

c. Dismissal of students: Any student convicted of an offence under penalty for ragging shall be dismissed from the educational institution and such other educational institution for a period of five years from the date of order of such dismissal.)

72. Eating is not permitted in classroom, computer lab, studio, and library and office area.

73. Any student misbehaving in class and behaving arrogantly towards the faculty and staff or fellow students will be severely punished. The nature of punishment will depend upon the severity of the offence and will be decided by the Director on a 'case-to-case’ basis.

Communication to students:

Any changes affecting the students or class schedule will be communicated to the students via the Notice Boards or other modes of communication. It is important that the students keep themselves abreast of any changes of timetable details and other announcements.

It is the responsibility of students to update themselves with these communications made from time to time, irrespective of whether they attend sessions or not.

Symbiosis School of Photography (SSP) is a constituent of the Symbiosis International University (SIU): Established under Section 3 of the UGC Act 1956 vide notification No. F.9-12/2001-U.3 of the Government of India

Accredited by NAAC with ‘A’ grade