



Doc. No: SFIMS/LOU/032025/001

**LETTER OF UNDERTAKING BY STUDENT AND PARENT / GUARDIAN**

This undertaking serves as a formal declaration by the student and parent/guardian, ensuring adherence to the academic and disciplinary regulations of the **MBA (Day) Program** at St. Francis Institute of Management Studies (SFIMS), under the aegis of **All India Council of Technical Education (AICTE)** and **Osmania University (OU)**. The purpose of this document is to maintain academic rigor, ensure the smooth functioning of the institution, and foster a disciplined and professional learning environment.

The college believes in an open communication policy, and in case of any clarifications or concerns, students are encouraged to approach the college staff / management as per the communication guidelines stated in this document. The management is always eager to resolve issues on a case-by-case basis, ensuring a fair and transparent process for all stakeholders.

We, the undersigned, do hereby solemnly affirm and declare as follows:

**1. Details of the Student:**

- Name: \_\_\_\_\_
- Roll Number: \_\_\_\_\_
- Father's/Mother's/Guardian's Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Student's Contact Number: \_\_\_\_\_
- Parent / Guardian's Contact Number: \_\_\_\_\_
- Parent / Guardian's Email ID: \_\_\_\_\_
- Course: Master of Business Administration (MBA) – Day Program

**2. Commitment to Attendance Rules:**

- We are aware that the Master of Business Administration (MBA) Program is a full-time, regular, two-year course with classes scheduled from 8:30 A.M to 3:10 P.M as per the prescribed time table.

- We acknowledge that as per the Rules and Regulations of the MBA Program 2023-24 of Osmania University, it is mandatory for students to maintain a minimum of 75% attendance in all courses combined in each semester.
- We understand that a relaxation of 10% attendance may be granted only on medical grounds upon submission of a valid medical certificate.
- We are fully aware that students failing to meet the required cumulative attendance percentage (i.e., below 65% even with medical exemption) will not be eligible to appear for the End Semester Examinations.
- We understand that students not fulfilling the minimum attendance criteria for a subject/s will not be allowed to write internal assessments for respective subject/s.
- We acknowledge that in cases of medical leave, a valid medical certificate must be attested by the Head of Department (HoD) and submitted to the relevant authority within five days of rejoining classes, failing which the medical condonation of attendance will not be considered.
- We agree that we will not bring in any external pressure to seek condonation of attendance beyond what is stipulated by university rules

### 3. Consequences of Non-Compliance:

- We agree that failure to meet the attendance requirements will result in the student being barred from appearing in the End Semester Examinations as per university regulations.
- We also understand that if a student has less than 40% attendance in a Semester, their admission may be subject to cancellation.
- We accept that it is the student's responsibility to track their attendance and comply with the academic regulations to avoid any academic penalties.

### 4. Commitment to Discipline and Code of Conduct:

- We acknowledge that maintaining discipline and decorum within the college campus is of utmost importance.
- We understand that any act of indiscipline, including but not limited to the following will lead to strict disciplinary action.
  - a) **Academic Misconduct:** Cheating during examinations, falsification of academic records and impersonation in exams.
  - b) **Disruptive Behavior:** Misbehavior, verbal abuse, or rudeness towards faculty, staff, or fellow students; Harassment, bullying, or any form of

discrimination; Making derogatory, offensive, or defamatory remarks about faculty, staff, or students (in person or on social media).

- c) **Unethical Influence and Coercion:** Trying to influence faculty or administration unfairly for grades, attendance, or academic favors; Any act of forgery including falsification of signatures, attendance records, medical certificates, or official documents; Bringing political or external influence to manipulate institutional decisions; Pressuring or coercing any faculty, staff, or fellow students for personal gain.
- d) **Damage to Property:** Vandalizing or damaging college property (desks, boards, projectors, etc.); Mishandling or unauthorized use of college IT infrastructure, software, or data.
- e) **Substance Abuse and Prohibited Conduct:** Consumption or possession of alcohol, drugs, or any intoxicating substances on campus; Smoking within campus premises; Carrying weapons or any dangerous items.
- f) **Misuse of Social Media and Technology:** Posting false, defamatory, or inflammatory content about the institution, faculty, or students; Cyberbullying, trolling, or harassment through digital platforms; Unauthorized recording or sharing of lectures, discussions, or faculty conversations.
- g) **Dress Code:** Prescribed dress code of the College is Salwar Kameez or Jeans/pants with knee length tops with No sleeveless, No cold shoulders, No T-shirts and No tuck-ins.
- h) **Indiscipline in Campus Events and Internships:** Misconduct during industrial visits, guest lectures, or corporate interactions; Unprofessional behavior during internships or representing the institution externally; Misuse of student privileges or failure to follow internship/workplace ethics.
- i) **Unauthorized Activities and Non-Compliance:** Organizing or participating in unauthorized protests, strikes, or gatherings; Engaging in political or religious activities that disturb campus harmony;
- j) **Financial and Ethical Violations:** Non-payment of fees within the stipulated deadlines; Misrepresentation of financial details; Engaging in bribery or corruption-related activities within the institution.

- We agree that in cases of serious misconduct, the Institution reserves the right to cancel the candidature of the student without prior notice.
- We accept that the Institution's decision regarding disciplinary matters will be final and binding.

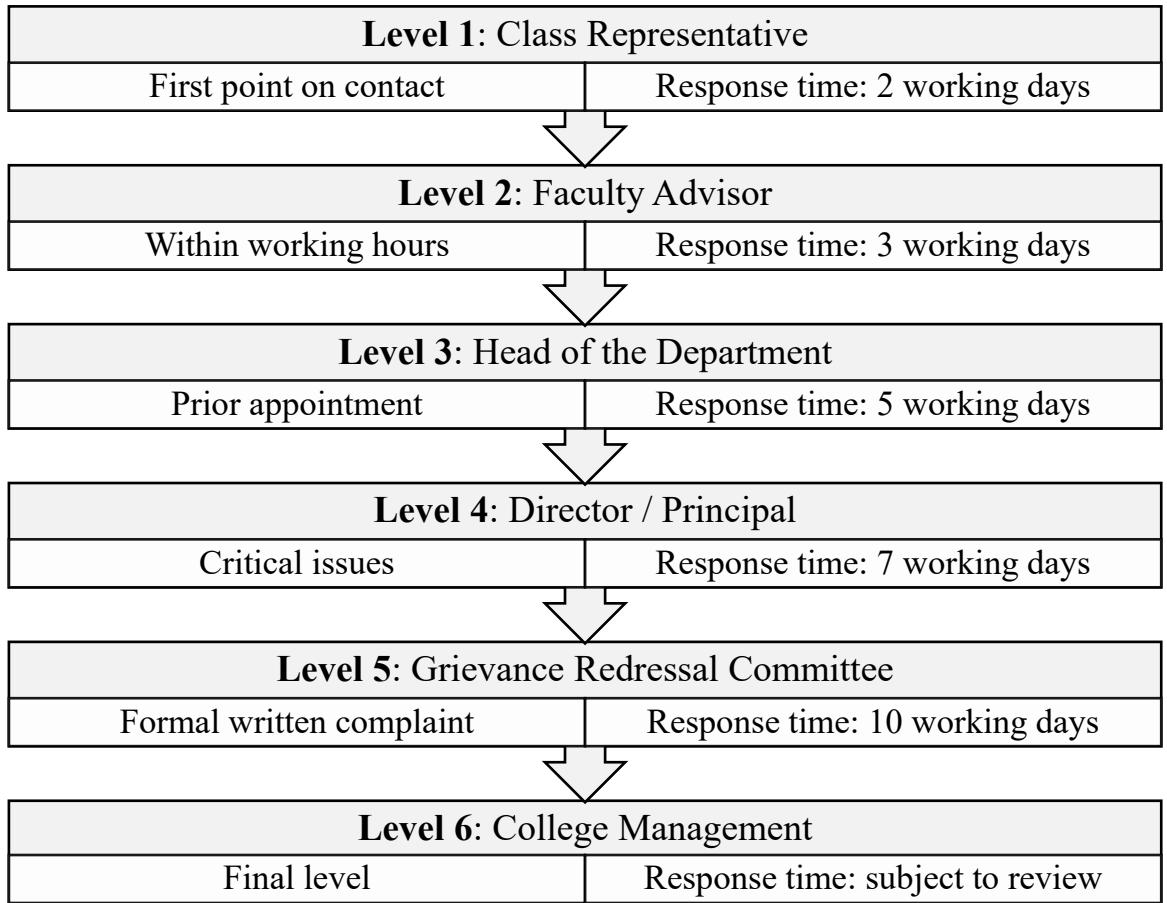
## 5. Communication Policy

- We clearly understand and respect the purpose of the communication policy stated herewith to ensure smooth, clear and effective interactions between

students, faculty, administration, parents and other stakeholders while maintaining propriety and professionalism.

- a) **Official Modes of Communication:** Signed college circulars and notifications posted on college website and notice boards, messages by faculty members in the official WhatsApp group and official e-mail ([sfims.mba@sfc.ac.in](mailto:sfims.mba@sfc.ac.in)).
- b) **Query Resolution:** Queries / clarifications should be addressed during designated office hours or through scheduled appointments.
- c) **Email Etiquette:** Subject of the email should be mentioned clearly. Email should include full name, student ID and course details. Professional tone, language and format should be used. A response time of 48 working hours to be allowed before follow-up.
- d) **Group Communication & WhatsApp Etiquette:** Official groups will be moderated by faculty or student representatives. Group chats to be used only for academic and administrative discussions. Spamming, forwarding unrelated messages or sharing unverified information to be avoided.
- e) **Classroom Communication:** Decorum and respect to be maintained while communicating with faculty and peers. Questions to be raised politely to avoid disruptions during lectures.
- f) **Communication with Administration:** Designated email addresses ([sfims.mba@sfc.ac.in](mailto:sfims.mba@sfc.ac.in)), phone numbers (+91-741606446) or office visits to be used for inquiries. Administrative staff to be respected and all necessary details to be provided for a prompt resolution.
- g) **Social Media Usage:** While discussing college-related matters online, ethical guidelines to be adhered to. Avoid posting defamatory, offensive, or misleading content about the Institution, faculty or fellow students. Permission should be sought before sharing internal college documents or discussions on public platforms.
- h) **Grievance Redressal Mechanism & Escalation Matrix:** Complaints should be addressed formally through appropriate procedure and escalation matrix. The escalation matrix can be scaled to the next higher level, in-case the academic or personal grievance is unresolved as lower level. Confidentiality and professionalism to be maintained in all grievances.

## Escalation Matrix



- i) **Consequences of Policy Violation:** Failure to adhere to this communication policy may result in formal warning from the College, restricted access to official communication channels and/or disciplinary action as per college regulations.
- We are aware that the above policy is subject to periodic review and we will check the official communication platforms regularly to stay updated on important announcements.

## 6. Fees and Discontinuation Regulations

- We acknowledge that the student is required to pay all prescribed fees as per the schedule communicated by the college.
- We understand that late payment of fees will attract penalties as per college regulations.
- We accept that failure to pay the fees may result in restricted access to academic resources, examinations, and other institutional facilities.
- We understand and accept that **fees once paid are non-refundable** under any circumstances, including voluntary withdrawal, academic dismissal, or disciplinary action.

- We understand that if the student discontinues the course at any time after admission, we must submit a formal written request to the administration.
- We acknowledge that the relieving documents, like **Transfer Certificate (TC)** will be issued only upon fulfilling the relieving formalities including, but not limited to, obtaining **No Dues / No Objection Certificate (NOC)** and **payment of the applicable fees for the remaining period of the course**.
- We accept that failure to fulfill applicable financial obligations before discontinuation may result in administrative and academic consequences.
- In case scholarship or financial aid is being availed, we agree to abide by the terms and conditions set by the college or funding institution.
- We acknowledge that in the event of discontinuation, any received scholarship amount may need to be reimbursed as per the applicable regulations.

## 7. Additional Undertakings

- The student shall wear the institution's identity card at all times while on campus and will not be permitted entry or attendance without it.
- The student shall adhere to the dress code prescribed by the institution and understands it's necessity to foster a congenial academic atmosphere.
- The student shall not loiter around the campus or sit in corridors/staircases during free hours and shall utilize designated study areas like the library or indoor stadium.
- The student shall register for semester-end examinations and elective papers by paying the prescribed fee within the given timeframe.
- The student must be punctual to all classes. Any student arriving more than 10 minutes late to a class will be marked absent for that session.
- The student acknowledges that there will be no retests for internal assessments under any circumstances, even if the student falls sick and produces a medical certificate.
- The student is expected to stay informed by regularly checking the official communication channels for updates.
- The student is responsible for safeguarding personal belongings and shall not bring expensive gadgets or excessive cash to the college.

## 8. Acknowledgment and Declaration:

- We hereby affirm that we have read and understood the fees and attendance regulations of the MBA (Day) Program at Osmania University.

- We undertake to strictly abide by these rules and will not bring in undue pressure upon the college management especially with regard to issues of shortage of attendance or rules for promotion.
- We declare that all information provided in this undertaking is true to the best of our knowledge and belief. In case of any violation, we shall accept the consequences as per the college and university norms.

**Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 at \_\_\_\_\_.**

**Signature of the Student (Name & Signature)**

**Signature of the Parent/Guardian (Name & Signature)**