

## Students Handbook

The aspects outlined in this student handbook (“Handbook”) apply to all applicants who have enrolled and received confirmed admission (“Students”) in any course (“Program”). The terms and conditions set forth under this Handbook will form an integral part of the Admission Acceptance Letter and these terms and conditions shall apply for the entire duration of the Program.

This Handbook may be updated or amended from time to time at the sole discretion of the Academy. The amended copy of the Handbook will be available on the website of the Academy and it is the responsibility of the Students to keep themselves updated on the requirements set forth under the Handbook.

### **(A) Program Schedule:**

1. The Students agree and acknowledge that the Program is designed to give a specific capability to Students for which the Academy reserves the right to cancel, interrupt, reschedule, or modify the course content of the Program and any educational materials without prior notice, at any time during the Program.
2. The duration of the Program is based on the course that the Students have enrolled for, and classes shall commence from the date mentioned in the Admission Acceptance Letter or as per the schedule informed to the Students by the Academy from time to time.
3. The Academy may cancel or re-schedule the classes upon prior notice to the Students.
4. Remittance of fees or attendance in the classes is in no way a guarantee that the Student will be provided a certificate at the end of the Program. Students shall receive their certificates on successful completion of the course content, and achieving the minimum qualifying marks as required by the education partner for being eligible to receive the certificate and thereby to participate in the placement drive
5. A Student is enrolled to the Program in good faith and based on statements made in the Student’s admission application form. If it is discovered that any false statement has been made or significant information has been omitted from the Student’s application form, the Academy may immediately withdraw or terminate the Student’s enrolment from the Program without any further notice. In such circumstances, the fees paid by the Student will be forfeited in total and the Academy will not be held responsible for terminating the admission of the Student.
6. It shall be the responsibility of the Student to promptly inform the Academy about any changes to the Student’s details as given in the admission application form.
7. Whether the Program is conducted onsite or online, the Students must always respect and follow the norms of Biocon Academy and maintain discipline and professional behaviour both during the online and classroom sessions.
8. Student will not be permitted to shift batches once assigned. In case a Student discontinues the Program for any reason, and is desirous of re-joining the Program, the Student will be required to undergo the selection process and pay the course fees, as applicable to a new candidate
9. Students with prior work experience must submit a relieving letter from the previous employer to be eligible for enrolment into the course and subsequently to appear in the placement drive so do the students who may have started a PhD program and discontinued. All such Students should submit the relieving letter from their guide/supervisor or former employers. At any point in time if the Student is found to be in violation of this term, their admission to the Program will be immediately terminated and the Academy shall not be liable to refund the course fees.
10. Students who fail to complete the course or receive the Program certificate for any reason, including but not limited to, their failure to meet the qualifying criteria laid down by the education partner, will also not be eligible to participate in the placement drive conducted by Academy.

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### **(B) Fees**

1. Fees shall be paid by the Student in full, on or before the due date as stated in the admission letter.
2. Upon receiving a final admission confirmation from the Academy, no Student shall be allowed to withdraw from the Program. For avoidance of doubt, if a Student is unable to complete the Program or withdraws their candidature at any stage, the fees paid by such a Student to the Academy shall not be refunded under any circumstances.
3. Students are advised to keep their parents informed before submitting the course fees. The Academy is not responsible for any communication to the parents/ legal guardians regarding the Program.

### **(C) Code of Conduct**

1. All Students shall comply with applicable sections of the Biocon Code of conduct and the Prevention of Sexual Harassment Policy during the term of the Program.
2. Students shall maintain discipline and good professional conduct during any onsite or practical training visits and during placement drives.
3. Students shall be respectful to their classmates and Faculties while communicating with them regardless of the medium of communication and will at all times refrain from making any derogatory, sexist or inflammatory remarks.
4. Students must not consume or be under the influence of alcohol or drugs at any time while attending the Program. Students may be asked to leave the Program immediately if the faculty has reasons to suspect such influence.
5. Strict disciplinary action including suspension from the Program shall be taken against any Student found to be in breach of the Biocon Code of Conduct.
6. Students are expected to conduct themselves with dignity and maturity. In their interpersonal relationships, they must observe norms of decency and propriety.
7. Students shall observe proper dress code\* in the Academy. Students are expected to be dressed in conformity with norms of decency and propriety. No inappropriate attire, in the name of Ethnic day or any other celebration will be permitted in the classrooms and on the campus. Regardless of the purpose of the visit to the campus, Students are expected to follow the dress code on all working days. Any student violating the dress code will not be allowed to enter Academy. Any member of Biocon Academy team may report a Student for violation of the dress code, and appropriate action will be taken (\*Please refer Table 1)
8. Every Student is required to always wear his/her identity card while in the campus.
9. Outsiders including parents and relatives of the Students are not permitted to attend any official proceedings unless called for. Strict action will be taken on those who bring outsiders into the campus without prior notice and permission from Academy.

**Table 1**

<b>Appropriate</b>	<b>Inappropriate</b>	
	<b>Men</b>	<b>Women</b>
<b>Men and Women</b> Monday – Thursday: Business Formals Friday: Casuals	1. T - Shirts or Sweat Shirts without collar/Party wear shirts/t-shirts with quotes/t-shirts with offensive graphics 2. Cargoes/Capris/Shorts/tattered jeans/low waist jeans/trousers 3. Flip Flops/Floaters/Flashy shoes	1. Sweat Shirts/Party wear tops/Backless/Tube/Spaghetti/Noodle strap/ Crop tops or kameez/Halter Neck tops, kameez or blouses 2. Cargoes/Cycling shorts/Tattered/Low rise

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		jeans/Cargoes/low waist jeans/trousers/miniskirts 3. Party wear sarees/ flashy sarees, dresses 4. Flip Flops / Floaters/Flashy footwear
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### **(D) Data Integrity and Honor code**

#### **1. Honor Code**

- a. Plagiarism is prohibited by the Academy and its education partners. Any Student found plagiarising assignments, homework or exams shall be immediately terminated from the Program
- b. Students shall also be required to ensure that credit is given to the original authors if any ideas, words, or any other materials is reproduced from such authors in the assignment or homework submitted by the Students
- c. Profile pictures used in any of the online teaching applications should be appropriate for an educational environment
- d. By taking tests or assignments on the online platform, students agree to abide by the Honour Code. Students agree that they will complete all tests and assignments individually unless collaboration on an assignment is explicitly permitted by the faculty. Students must agree not to indulge in impersonation, plagiarism or any activity that would dishonestly improve results, or improve or hurt the results of others, failing which the students are agreeing to face the consequences as decided by the Academy

#### **2. Email Usage Policy**

- a. Each Student will be allocated an email account that will be used for all communications between the Student and the Academy. Students must access and manage this email account regularly as relevant communications will be sent from time to time (like on exam arrangements, library-related alerts and the sending of invoices and reminders) and the Academy will assume that Students have received all such email communications.
- b. The Student shall ensure strict compliance with the Biocon Email Policy and Password Usage Policy.
- c. The Students shall not make use of this email id for any personal or external communication not related directly to the Program. It is each Student's responsibility to check the said account to ensure that all official communications are received and appropriately shared/responded.
- d. Students should not share their login credentials with anyone else or use another person's account.

#### **3. Intellectual Property Rights**

- a. All the rights, title and ownership in any educational material shared as part of the Program, regardless of the format over which such material is shared to the Student, shall be retained by the Academy and/ or the Education Partner. Except as provided under applicable laws, no Student shall be permitted to replicate or copy any educational material without the prior written consent of the Academic Dean.

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- b. The trademarks of Biocon and Education Partner are exclusive properties of respective parties, and the Student agrees not to use the said trademarks, trade names, or other designations in any manner, including but not limited to, for promotion or publication without the prior written consent of the Academic Dean of Biocon Academy.
- c. The Student agrees not to use recording equipment in any class (whether audio or video or in form of images) without prior written consent from Academy.
- d. The Students shall give the Academy a royalty free, worldwide, full transferable right to use, distribute, reproduce, copy, transfer or license any intellectual property created by the Students as part of the Program curriculum.
- e. Recording, taking photographs or screenshots of a faculty's presentation or any individual without the explicit permission from that faculty, is not permitted. We expect all students to understand and respect copyright laws.

### **(E) Attendance and Leave**

- a. Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, Students can avail leave upto their eligible limits after obtaining permission from Academy.
- b. The Education Partner of respective courses has mandated a minimum of 90% attendance. Biocon Academy will strictly adhere to the norm as demanded by our education partner.
- c. No attendance will be given to Students for participation in Certificate Courses (which are conducted outside regular class hours) and for writing the makeup tests.
- d. If any Student fails to maintain the minimum attendance requirements due to whatsoever reasons, they will not be permitted to write the final exams and will not be eligible to attend placement drives.

### **(F) Social Media Policy:**

1. Social Media provides important opportunities for the Academy to communicate and engage with a wide range of audiences and stakeholders. We value the power of social media to engage with the community proactively and positively. Students and faculty are encouraged to use social media to inspire debate and discussion but must do so in a manner that uses sound judgement
2. Biocon Academy is the username for all official social media accounts (LinkedIn, Twitter, Facebook, Instagram, YouTube and Clubhouse)
3. All social media posts pertaining to the Academy must be in line with the ethics and values of Biocon Academy. The following guidelines must be strictly followed while posting content that could directly or indirectly impact Biocon Academy:
  - a. Social media posts by Students must be in a manner that demonstrates respect for staff, fellow students, and property.
  - b. Students must take utmost care to ensure that their social media posts are factually accurate and use an appropriate and professional tone.
  - c. Students must ensure that they do not post confidential information pertaining to the Academy and that their social media posts are not in breach of confidence.
  - d. Students must not post or promote content that harasses, intimidates, bullies or discriminates against another person or incites hatred and violence.

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- e. Students must be mindful that their social media posts do not infringe on intellectual property, i.e. post content that copies work protected by copyright.
- f. Students must not initiate or engage in social media campaigns that vilify or show the Academy administration in poor light.
- g. If the Student see something on social media that violates the policy, they should bring it to the immediate attention of Biocon Academy staff.

### **(G) Placements:**

1. The Academy does not guarantee a job to any candidate on completion of the Program. The Academy will arrange for interview opportunity(s) during the placement drive on best effort basis, but it is the candidate's sole responsibility to find employment on completion of the Program. The Academy will not be responsible for selection, or rejection of the students in any interview or employment opportunity
2. Neither Biocon Academy nor any of the Biocon group company shall bear any responsibility to provide placement or employment opportunities to any Student on completion of the Program
3. A Student shall at all times be responsible for obtaining any employment positions and Biocon Academy or any Biocon group company will not be liable for any failure by the Student to obtain an employment opportunity either with Biocon or any other company (that may or may not have come for the placement session)
4. Failure to obtain a job opportunity on completion of the Program shall NOT entitle any Student to seek fee refund from the Academy

### **(H) Grading Policy**

#### **1. Assignments**

There are many forms of assessed assignments at Biocon Academy. These include (but are not confined to)

- a. Reflective essays
- b. Projects
- c. In-class writings
- d. On-line discussion forum contributions
- e. Oral presentations
- f. Quizzes
- g. Case study discussions

These activities are conducted as per the schedule designed by the education partner and Biocon Academy. There is no mandate that all of these activities have to be carried out for every Program.

#### **2. Examinations**

Education partners follow either continuous evaluations and final examinations or in certain cases both methodology.

Whether or not there is an examination, and what form it takes, is at the discretion of the Education partners.

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### **3. Grading System**

Minimum passing grade for all Programs that are conducted in collaboration with Indian college/ University/ Institute is not less than 50% and in case of foreign Universities it is as per the university norms.

#### **(I) Assets**

1. Students are solely responsible for the maintenance of the electronic equipment's given to them: Laptop, Laptop charger, headphone, mouse
2. ID cards and all assets given by the Academy must be returned to Academy once the Program is over. The Academy reserves the right to take disciplinary action against any Student that fails to return the Academy's assets or ID card back in a timely manner.

#### **(J) Alumni Network:**

1. All the Alumni are encouraged to register themselves to Biocon Academy Alumni Portal.

#### **(K) Accommodation:**

1. The Program are full time, non-residential and Students coming from outside of Bangalore are required to make their own arrangements for stay and transport (if the Program is conducted onsite).
2. Students can reach out to Academy for PG details in and around the area which are collected from the Alumni of Biocon Academy.

#### **(L) Visits to Biocon and other Training Partners Facilities:**

1. Students should not make unauthorized entry into any facility of Biocon Group and is solely responsible for the consequences due to any such unauthorized entry into any of the facility in Biocon Limited (Campus)/Biocon House/ Biocon Park (Park) / Syngene premises.
2. Students are solely responsible for their conduct at and/or while travelling between different Biocon/ external training facilities.
3. Students are solely responsible for the consequences due to unauthorized usage of any equipment's in the Biocon Facility during the functional visits.

The scope of such interventions are as follows and not limited to

- (a) Functional Visit
- (b) Hands on Training
- (c) CSR Visit
- (d) Other Industry Visit

#### **(M) Indemnification:**

1. Student agrees to indemnify, defend, and hold harmless the Academy from any and all claims, liabilities, expenses, and damages, including reasonable attorneys' fees and costs, made by any third party related to: a Students violation (a) of the terms and conditions in the Handbook; (b) of any law or rights of any third party; or (c) breach of third party intellectual property rights in any educational materials, including without limitation any claim of infringement or misappropriation of intellectual property or other proprietary rights.



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### **(N) Governing Law:**

1. The terms and conditions in the Handbook and/or the Admission Acceptance Letter shall be governed by the laws of India and any dispute shall be subject to the exclusive jurisdiction of the Courts at Bangalore.

### **(O) Miscellaneous:**

1. In the event of any conflict between the Handbook and the terms of the education partner, the shall prevail to the extent of the conflict.
2. The Students shall be responsible for returning any assets including but not limited to laptops, mouse, key pads, laptop covers, adaptor/power code and headphones in good working condition subject to normal wear and tear prior to closing of the Program. Failure of the Student to return such assets belonging to the Company may lead to disciplinary and legal action. The Academy may also in its sole discretion withhold the issuance of the Program certificate and may prohibit the Student from attending any placement interviews.
3. The aggregate liability of the Academy or any Biocon group company to the Student or any of their successor or authorised representative for all claims arising in relation to the Program shall be limited to the enrolment fees paid for the Program.
4. Breach of the Handbook or for misconduct causing direct or indirect damage, loss or expenses to the Academy, will result in strict disciplinary action against such Student including but not limited to immediate expulsion from the Program. Under such circumstances, the Academy shall reserve its rights to claim suitable compensation from Students for the losses incurred by the Academy, that may be monetary or reputational in nature.
5. The enrolment in the Program is person specific and non-transferable in nature. The Student shall not assign, or otherwise transfer any rights or obligations under the Handbook. Any attempt to do so shall be void and will be subject to disciplinary action by the Academy.
6. Any provisions under Handbook which by their nature extend beyond the termination or cessation of the Program shall continue to remain in effect until fulfilled and apply to respective successors and assignees by the Academy.
7. All communications from Academy will be only with the Students and we will not communicate to parents/guardian/others for any matter associated with the Program.
8. Student will not share the e-mail ID/Contact number and any other personal details of Academy staff or of any member of a Education partner / Biocon group with any third party or on any social media platform.

### **(P) Policy on Prevention of Sexual Harassment**

Academy is committed to provide a place that is free from harassment, discrimination, victimization, regardless of gender, race, creed, religion, place of origin, sexual orientation, pregnancy, childbirth or related medical conditions, disability or economic status of a person enrolled by the Academy. Students of Academy have the right to work in an environment free from any form of discrimination and conduct, which can be considered harassing, coercive or disruptive, particularly behaviour that tantamount to sexual harassment as defined in this policy.

Note: Sexual harassment is a violation of fundamental rights and is a punishable offence under Indian laws and the Company asserts that it has a zero-tolerance policy towards sexual harassment and any offence of sexual harassment shall amount to misconduct under Academy policies. Ignorance of any aspect of this policy cannot be used as defense during an inquiry on the matter.

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### 1. Definition of Sexual Harassment

Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- a. Physical contact & advances
- b. A deemed request or request for sexual favors by words or actions
- c. Sexually colored remarks
- d. Viewing or showing of objectionable material which may include but might not be limited to screen savers, calendars, desktop wallpaper, posters, websites, presentations, emails and computer games
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### 2. Determination of harassment

Harassment may occur in a variety of circumstances. Determination of harassment can be made in the following situations according to the policy:

- a. The harasser can be the complainant's manager/superior; a manager from another area;
- b. co-worker.
- c. The harasser could be a third-party person; an agent of the employer; or a non- employee, customer employee or vendor employee
- d. The complainant need not be the person who is harassed (victim), but can be anybody who is witness, a by-stander or is present during such act of sexual harassment or is affected by the offensive conduct.
- e. The complainant as well as the harasser may either be a man or a woman. The complainant does not have to be of the opposite sex.

The complaint can be given in the form of email or a phone call to Biocon staff. Details of which could be obtained from Academy.

### **(Q) Termination Policy**

1. The Students who wish to terminate their candidature with Academy for whatever reason and stage of the course should do so by obtaining written permission from the Academic Dean of Biocon Academy
2. If a Student is unable to complete the Program or withdraws their candidature at any stage, the fees paid by such a Student to the Academy shall not be refunded under any circumstances.
3. Biocon Academy reserves the right to expel any Student who fails to comply with the policies mentioned in this handbook including but not limited to:
  - a. Attendance requirements
  - b. Passing grades
  - c. Code of conduct
  - d. Data Integrity and Honour code
  - e. Sexual harassment

### **(R) Transport Policy**

1. Transport will be provided one way for functional visits to Biocon facilities in Bangalore.
2. Two-way transport i.e., from Biocon House to other industry will be provided for hands on training visits or other industry visits.
3. Students shall not divert the bus to other routes and shall not be using it for other personal use. Students who want to board the vehicle enroute should have taken permission for the coordinators prior to such action.



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4. Utilizing the transport facility adhering to the schedule is the sole responsibility of the Students and the vehicle will keep moving irrespective of any student not making it on time.

### **(S) Educational Loan**

1. Option
  - a. The request to avail education loan should be made by the Students at the time of their technical/ HR interview.
  - b. The technical / HR interviewer has the option to evaluate such request and provide their recommendation to the Academy.
  - c. Final decision on whether to offer the loan option to the Students lie with the Academy.
2. Process
  - a. The Students have to approach the Bank as directed by Academy.
  - b. Students have to submit the documents that are required for availing the education loan as per the requirement of the Bank.
  - c. Students have to stay in touch with Bank and get the loan approval letter from the Bank and submit it to Academy to fulfil the requirements for enrolment.
3. Liability
  - a. Students who avail the education loan are liable to repay the loan as per the agreed schedule and norms with the Bank.
  - b. Biocon Academy is in no way liable for any outstanding or unpaid loans of the Students.

\*\*\*\*\***End of document**\*\*\*\*\*