

Campus Guidelines for Participants:

Address:

Manipal Academy of Banking

Survey No.36, 23 Off, Thanisandra
Main Road, Chokkanahalli, Bangalore
– 560 064 (Karnataka)

<https://goo.gl/maps/j5ntHyqtdUG2>

How to reach the Campus:

Particulars	City Rly Station/Majestic Bus station	SMVT Rly Station	Kempe Gowda International Airport
Approximate Distance	20 KM	14 KM	25 KM
Bus routes	Direct- Route 291 J Via- Route 129 to Shivaji Nagar & 290 E from Shivaji Nagar	Via- Route Bus No. 317 to Tin-factory from 500A, D to Nagawara & 290 E from Nagawara to MABFSI	Airport Bus up to Kogilur Cross/ Byatarayanapura cross and then by Auto
Car Services	You can take Ola/Uber car services	You can take Ola/Uber car/ Taxi services	You can take Ola/Uber car/Airport Taxi services

Point of contact:

Ismail, Campus In-charge	- 9740170918
Rajendran, Assistant Manager	- 8608625722
S Ravi Kiran, Director, Infra, Delivery & Services	- 9611101641

Note: Post 8:00 pm IST, please call Manipal Control Room Mobile number: +91-7259035637

Essential items to carry:

- Hand sanitizer
- Liquid soaps
- Toiletry essentials
- Linen
- Pillow Cover
- Blanket
- Flask to hold warm water and Cup for drinking
- Personal medicine if any under doctor's prescription to be carried

Documents to carry to complete Hostel/ Campus joining formalities:

- ID Proof xerox and original for verification (Passport/ Aadhar card/Any Government approved ID) – 1 xerox of any ID proof with self-attestation.
- Passport Photograph – 1 Number.
- Any documents as communicated by your respective Organisation to be brought.

DOS & DON'TS FOR LEARNERS:

DOS:

1. All are expected to be dressed formally while attending the Academic Session.
2. Shorts/Bermudas are not allowed outside the Hostel Rooms.
3. Participants have to be inside Hostel before 9:00 p.m.
4. When leaving their rooms, the residents must switch off all lights, fans and water taps.
5. Participant has to sign Night Attendance Register before 9.30pm.
6. Participants are advised to keep valuables or jewellery locked in cupboards. Management will not be responsible for the loss of any valuables.
7. Participants should lock the room and deposit the key to the security guard of the hostel while leaving the hostel.

DON'Ts:

1. Celebration of birthdays or any other group events is prohibited in the campus.
2. No online ordering of food items/ outside food is not permitted.
3. Consumption of alcohol, cigarettes, tobacco, banned substances and chewing gum is strictly prohibited in the Hostel.
4. Coming to the Hostel after consumption of alcohol etc. is not permitted.
5. Playing of loud music /cards and disturbing other Participants is not permitted.
6. Participants are not permitted to remain in the Hostel Room during the program hours without permission from HOD.
7. Participant is not permitted to use electrical equipment in the hostel room (iron box, electrical kettle etc

Please do reach out to respective Hostel Warden for support & guidance if any.

PROFESSIONAL DEMEANOUR on campus PROXEMICS, DRESS CODE & PERSONAL HYGIENE

GROOMING STANDARDS FOR WOMEN:

01. Attire – “The first step to being respected, is to look respectable”

- a. The attire should be crisp, clean, without creases and stain-free. If required, shirts/tops are to be tucked in and no visible midriffs
- b. Formal attire on campus includes salwar, kurta, kurti, formal shirts and formal top, formal trousers, and palazzos
- c. The following is not permissible and please refrain from wearing: Harem pants, parallels, casual trousers, slacks, capris, torn/ripped jeans, casual shirts/t-shirts, short Kurtis, transparent clothing and plunging/deep necklines

02. Footwear – “A shoe has so much more to offer than just to walk”

- a. Appropriate footwear to be worn at all times
- b. Closed black shoes and should be well maintained and polished
- c. Height of shoe heels to be within 2 inches (No Pointed Heels)
- d. Sports shoes/flip-flops/floater are not permitted
- e. Socks should be black/navy blue in colour Stockings should be black or skin in colour.

03. Accessories – “Nothing makes a woman more beautiful, than the belief that she is beautiful” All jewellery must be conservatively styled:

- a) One dress ring and wedding/engagement ring may be worn, no thumb rings; one ring per hand
- b) A simple nose stud or ring may be worn
- c) A simple watch may be worn
- d) One set of small discreet earrings- **no dangly earrings** ➤ Neck wear, if worn, to be concealed.
- e) A simple bangle, bracelet or religious kada may be worn
- f) No visible anklets or bands around the ankle

04. Make-Up & Fingernails – “Simplicity is the keynote of all true elegance”

- a) Make-up must be professional and conservative
- b) Light shades of lipstick are permitted. Please refrain from using dark and flashy shades.
- c) Bindi to be simple and conservative. Please refrain from using flashy and decorative styles.
- d) Nails should be well maintained, clean, neatly cut, and shaped. Excessively long nails are not permitted.
- e) Clear or soft colour polish may be worn, if desired. Please refrain from using any form of nail art and loud/flashy colours.

05. Hair Do – “Life isn't perfect, but your hair can be”

- a) Hair should be neat, well styled and should always appear professional allowing for eye contact
- b) Hair below shoulder length to be tied back off the face into a neat ponytail or bun or plaited and the fringe must be worn in a manner that does not cover the face.
- c) No 'unnatural' or 'loud' hair colours are permitted
- d) Simple hair ornaments such as clips, hair bands or rubber bands are permitted

GROOMING STANDARDS FOR MEN

01. Attire – “Dress the way you’d like to be addressed”

- a) The uniform/attire should be crisp, clean, without creases and stain-free
- b) Shirts to be tucked in and no visible midriffs
- c) Formal attire on campus includes formal shirts (full sleeves) and formal trousers
- d) Shirts to be conservative in style. Self-coloured, pin striped and tiny checked shirts are permitted. Please refrain from folding the sleeves and turning up the collar.
- e) Modest ties to be worn

The following is not permissible and please refrain from wearing:

Low waist trousers, khakis, chinos, corduroys, ripped/torn jeans, cartoon characters/loud pattern ties, Chinese collar shirt, t-shirts with graphics and loud statements.

02. Footwear – “Shoes speak louder than words”

- a. Formal shoes to be black/brown/dark coloured leather and be well polished and in good condition
- b. Chappals/Sports Shoes/Floater are not permitted
- c. Socks should be black/navy blue in colour, calf length (no show or ankle length socks not permitted)

03. Accessories – “Know first who you are; then adorn yourself”

- a. The belt to be of leather and match the shoes.
- b. The buckle should be 2 to 2 ½ inches in length and 1 ½ to 2 inches in breadth. Fancy and flashy buckles are not permitted.
- c. Earrings, studs, and visible fashion piercings are not permitted.
- d. Religious threads, if worn, must not be visible.
- e. Only two simple rings, one on each hand is permitted.
- f. One bracelet or Sikh kada is permitted.
- g. Neck wear, if worn, should be concealed.

04. Personal Hygiene – “Make it a lifestyle not a duty”

- a. Nails to be clean, dirt free and neatly trimmed
- b. Ensure no nicotine stains on nails and teeth
- c. Chewing of pan/gutka/tobacco/smoking/alcohol are prohibited on campus and Hostel

05. Hair Do – “Good hairdos make you feel good”

- a. Hair to be neat, well styled and should always appear professional allowing for eye contact
- b. Sideburns to be no longer than mid ear but also no shorter than top ear
- c. Participants to be clean shaven daily. (Trimmed moustache permitted)
- d. Long hair, spiky hair style, funky hair styles are not permitted
- e. Colouring hair in streaks and funky colours are not permitted
- f. Turbans to be neat and well tied

Wish you a happy Stay and learning.