

CODE OF CONDUCT FOR FACULTY AND STUDENTS

Code of Conduct for Faculty

1. Faculty members shall be regular and punctual in attendance. In case of absence due to unforeseen circumstances, they shall inform the Director/Principal at the earliest with a request to make alternate arrangements for the handling of their class hours.
2. Absences shall, as a rule be with the prior approval of leave by the Director. The faculty member seeking leave or absence shall state in the leave application how his/her class hours during the leave period shall be handled.
3. If a faculty member has to go out of the Institute Premises during working hours for any reason, he or she shall leave a message with the Reception as to when he/she is expected to be back in the Institute.
4. Faculty members shall be in their uniform on all days except Saturdays. They shall always carry their ID cards with them.
5. No faculty member shall cancel his/her scheduled classes without prior approval of the Director.
6. Results of class tests shall be announced within four working days and the valued answer papers shall be returned to the students. Similarly, assignments submitted by the students shall be valued and returned to them within a week.
7. Faculty members are duty-bound to
 - a. Attend all meetings called by the Director or any other authority and lectures or functions to which they have been invited;
 - b. Undertake any extra tasks that may be assigned to them by the Director;
 - c. Function as Mentors to the students assigned to them and be helpful to any other student who may seek their help; and
 - d. To cooperate with other faculty members whenever such cooperation is solicited.
8. In all their dealings with the superiors, peers, staff members, students or outsiders, faculty members shall be fair, dignified and ethical

Code of Conduct for Students

GENERAL DISCIPLINE

1. Students are expected to conduct themselves at all times- in class and on campus- in a manner that benefit executives in the making.
2. The use of cellular / mobile phones, pagers, walkers and other wireless equipment is prohibited in the working areas of the Institute (classrooms, corridors, library, lab).
3. Library rules should be obeyed implicitly. Disciplinary action will be taken against students who tamper with library books, mark on the books, deface the book or tear pages from the books.
4. The Computer Lab also has its own rules, which the students are expected to observe. Students who misuse the facilities will not be entitled to use the lab facilities.

5. Students are expected to observe silence in the designated silence areas.
6. Students who get involved in public disturbances will face suspension or possible expulsion from the Institute.

PUNCTUALITY

Students are expected to be punctual for their classes, as well as for seminars, presentations, and assessment tests.

ASSIGNMENTS AND REPORTS

1. Students are strongly advised not to plagiarise /copy verbatim from other sources including the internet, material for their assignments and reports. This will lead to the student being awarded zero marks for that particular assignment.
2. Students are expected to submit all their reports and assignments on or before the date as specified by the Coordinator/ Faculty member.

ATTENDANCE REQUIREMENTS

1. Every student is expected to have a minimum of 75% attendance. A shortfall in this requirement will mean that the student will not be eligible to appear for the final examination.
2. Attendance at special seminars and Guest lecture's is compulsory for the designated classes.

GENERAL

1. Students are expected to make proper use of all the amenities provided on campus including the library, lab and the common room facilities. Disciplinary action will be taken against students who misuse these facilities.
2. Students' vehicles should be parked in the area allotted for this purpose.
3. Students are required not to litter classrooms and other working areas of the Institute.
4. OHPs and other audio-visual equipment used in class should be handled with care.
5. All the lights and fans must be switched off by the student who is the last to leave the class. All students are enjoined to conserve electricity on the interest of the Institute and the nation.

DISCIPLINARY ACTION

1. All cases of individual misconduct/indiscipline will be investigated by the Disciplinary Committee duly constituted by the Director. This committee will hear the students' viewpoint before making its recommendations to the Director in each individual case. The decision of the Director shall be final and binding.
2. Disciplinary action for misconduct will include the imposition of a fine, exclusion from the award of trophies/ prizes, withholding of placement opportunities on campus, debarring from appearing for the final examinations, and in serious cases, suspension/expulsion from the programme.
3. The Institute reserves the right to ask a student to leave the Programme at any time in the course of the academic year, should the student's academic performance and general conduct as adjudged by the Institute be found unsatisfactory.