

INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE, BANGALORE

Code of Conduct 2020

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1. General Norms of Behavior

1.1 Purpose

The Students of ISME are being prepared for a professional career of the highest standard. To achieve the same, the institution has established certain guidelines for conduct of the student. The students are required to follow the Code of Conduct guidelines given below. Any violation of the Code of Conduct will be referred to the Disciplinary Committee of ISME. The disciplinary actions will be recommended by the Committee and final disciplinary actions will be initiated after approval from the Dean.

1.2 Dress Code

Students must adhere to the following dress code:

(i) Monday to Saturday: Semi-formal as specified below

- Female Students : Salwar Kameez / Slacks with Shirt/decent Tops
Male Students : Slacks and Shirt (half or full sleeves)
Footwear : Formal Shoes

(No Slippers or Floaters allowed on campus.)

(ii) Special Occasion Uniform (seminars, guest lectures, etc).

- Female students : Business Suit with Navy Blue Blazer / Navy Blue ladies' suit
Male students : Full-sleeve Shirt & Grey Pant, Navy Blue Blazer, Tie & Black leather shoes

1.3 Class Behaviour

- Students should attend all scheduled classes.
- Students should maintain punctuality regarding timings of the academic sessions and should be seated before the respective faculty enters the class.
- Students must maintain decency and decorum on and off the campus. Usage of slang and abusive language is not permitted.
- Students are responsible for keeping the classrooms clean by not littering.
- Writing on walls, furniture & vandalizing institute property is strictly prohibited.
- The Minimum attendance in each subject is 80%. Students having shortage of attendance in a particular subject may not be permitted to appear for the final examination in that subject.
- Permission should be obtained from the Coordinator / Dean for any leave, in advance, by filling in a leave application form. Attendance and class

participation marks will be deducted in proportion to the student's absence from the class.

- Mobiles / Laptop must be kept in switched off mode in the classrooms and are prohibited from exam halls.
- Smoking and chewing gum are strictly forbidden in classrooms and in all other ISME facilities.
- Consumption of food items are restricted to designated areas only.

1.4 Consumption of Alcohol / Drugs / Smoking

In all circumstances, the Institution expects students to conduct themselves with responsibility, both individually and collectively. Consumption of alcohol/narcotics / smoking will result in disciplinary action, including but not limited to suspension or expulsion.

1.5 Sexual Harassment

The free exchange of ideas, the confidence to work, to study, to innovate and to perform; even the standards of discussion and performance to which ISME is dedicated, are based upon an atmosphere of open trust and mutual respect. An atmosphere in which the intrusion of personal advantage or harassment, in any of its forms, can have only a disturbing effect.

Sexual harassment includes any unwelcome sexually determined behavior, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually-colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature or creating a hostile environment on the basis of a person's gender identity / sexual orientation.

Sexual harassment is strictly prohibited in ISME. Any student found to have violated the Institution's policy against sexual harassment will be subjected to immediate and appropriate disciplinary action, including possible suspension, or expulsion.

1.6 Ragging

Students will refrain from ragging of any kind and those who violate this rule will be instantly expelled from the Institute and the hostel for a period of one week. The matter will be placed before the Anti-Ragging Committee, which will

review the incident of ragging and may take action according to the due process of law. Students must take note that ragging results in their dismissal from the Institute. The attention of the students is also drawn to the judgement of the Hon'ble Supreme Court of India wherein it is mandatory for the institution to file a complaint with the Police , and with all resulting consequences as per “The Circular of the Education Department, Government of Karnataka dated 16/08/1999 on Prohibition of Ragging in Colleges and Hostels.”

1.7 Anti-Ragging Measures

In addition to the above, those students who indulge in the acts of ragging or any kind of physical / mental harassment shall attract punishments as applicable, which may include any one or combination thereof:

- Expulsion from the Institute / hostel
- Suspension from the classes
- Fine with a public apology
- Debarring from representation in cultural or sports events, or any other representation in events for which the student(s) may have been selected
- Withholding of examination results.
- No placement assistance to students found guilty of ragging or physical / mental harassment
- Filing of a complaint by the affected student with the Police (as per the Supreme Court's Directive).
- The Institute will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.
- Students are encouraged to report any act of ragging witnessed or experienced by them to the administrators, faculty, Student Affairs and Grievances Committee or other any staff member with whom the student may feel comfortable. The Institution ensures the confidentiality of such a disclosure by the student.

1.8 Disciplinary Action

The Student Affairs and Grievances Committee will deal with all disciplinary matters. The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and act according to the due process of law.

The student affairs and Grievances committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary. The decision of the committee shall be final and binding.

2 Campus Behavior

ISME students are required to maintain decency and decorum within the campus. Failing to do so may result in severe disciplinary action.

2.1 Communication

Students are advised to use English as their language of communication on campus. Any student violating the above rule will be suitably reprimanded.

2.2 Conduct of Social Functions

ISME accepts no responsibility for the direct supervision of social activities organized by its students and student organizations. The Institute reserves the right, however, to review plans for social events that use ISME facilities to set special requirements and to ensure that all responsibilities are met.

2.3 Classroom Usage

Students should not use the classrooms for any kind of personal celebrations (Ex. Birthdays).

2.4 Plagiarism

Plagiarism refers to the act of appropriating another person's composition, writings, ideas, or language and representing them as the product of one's own mind. It includes, but is not necessarily limited to failure to indicate a source (published or unpublished) with quotation marks or footnotes where appropriate, if any of the following are reproduced in a student's submitted work

- Phrases
- Graphic Elements
- Proofs
- Specific language and / or ideas derived from the work of another person
- Submission of same work for two different courses without prior permission of respective faculty

Group Work:

Group work is a central element of ISME courses. Thus, collaborating among groups or individuals is permissible unless explicitly prohibited by faculty. Group work is held with the same ethical standard as individual work.

2.5 ISME Facilities

Visitors to the ISME Campus could be potential students, corporate representatives, visiting faculty and administrators, parents, sponsors, and individuals participating in Executive Education programs or Doctoral programs. It is essential that the campus always looks its best, and it is the responsibility of all of us to maintain the 'best appearance' of the facilities, the student must do his/her part by:

- Using the bulletin boards (web sites too) for posting all announcements. Do not tape anything to the walls.
- Deposit litter in containers, please do not leave bottles, food containers and papers in the classrooms, common areas or computer lab.
- Food, snacks, and beverages should not be consumed in the classrooms and corridors
- If you encounter any problems in the building such as broken furniture, equipment, unclean toilets, water leakages, overflowing garbage containers or a mess that was left uncleaned, do report it immediately to the administrative personnel concerned immediately.

3. Library Resources

The ethical principles that apply to everyday community life also applies to the use of Library. Every student and faculty of ISME has the basic right to use books

in the library both as a textbook as well as a reference book provided the following rules and regulations are adhered to.

1. Only registered students of ISME are allowed use of library
2. Students must observe strict silence and must switch off their Mobile phones etc., in the library
3. Books are normally issued for 7 days; the reference books are however issued on overnight basis. Students are issued a maximum of two books at a time.
4. Periodicals are not issued.
5. Reference books for overnight reading are issued upon producing the I Card. If the student fails to return the book before 11:00 am of the following morning, the student will be fined ₹50/- per day.
6. Borrowers must satisfy themselves with the physical condition of books before borrowing.
7. Issued books returned after due date attract fines. For general books, the fines range from ₹10/- per day to twice the cost of the book.
8. Students are not allowed to bring personal books or any printed material and other personal belongings like bags, umbrellas etc., inside the library. These materials are to be kept inside the cupboard provided. Students are advised not to leave their precious and valuable items like money, cell phones, passports, credit cards etc., at the counter.
9. Students are not allowed to take books / magazines beyond the library area unless the book is issues to them.
10. Students should not write in, mark or otherwise mutilate / damage
11. Library can recall any issued book prior to the due date
12. Books will be issued between 8.30 am and 5.00 pm (Monday to Friday) and between 8.30 am and 12.00 pm on Saturdays.

3.2 Anchor Books

Most courses at ISME have an anchor book. All students will be distributed a copy of the anchor book (if specified for a course) before the commencement of the Term / in the first week of the Term.

3.3 Availability of books

If a student(s) desire to refer a book that is unavailable in the library, he/she can complete a “Request for Book” form with all the details about the book. Once the Dean approves the book(s), the Librarian will procure the book(s) within two weeks, subject to availability with the distributors / bookstores.

4. Dos and Don'ts of Computer Facilities

The ethical principles that apply to everyday community life applies also to computing. Every member of ISME has the basic rights of privacy, and a fair share of resources. It is unethical for any person to violate these rights.

4.1 Computing Privacy

- On shared computer systems, every user will be assigned an ID.
- No one should use another student's ID.
- All files belong to someone. They should be assumed private and confidential unless the owner explicitly makes them publicly available.
- Messages sent to other users should always identify the sender
- Computers should not be used for viewing or sending obscene content
- Unsolicited bulk email should not be sent
- Records relating to use of computing and information resources are confidential

4.2 Computer Resources (including Wi-Fi usage)

- No one should deliberately attempt to degrade or disrupt system performance or to interfere with the work of others. Loopholes in the computer systems or knowledge of a special password should not be used to alter computer systems, obtain extra resources, or take resources from another person
- Computing equipment owned by the department or individuals should be used only with appropriate permissions.
- ISME resources are provided only for academic purposes. Any use of computing for commercial purposes or personal financial gain is forbidden.

- Computing and information resources are community resources. Theft, mutilation, and abuse of these resources violate the nature and spirit of community and intellectual inquiry.

If a loophole is found in the security of any computer system, it should be reported to the system administrator and not used either for personal gain or to disrupt the work of others.

5. Career Opportunities Center (COC) Rules

The resources at the Career Opportunities Center can determine professional options available to ISME students; misuse of such resource constitutes a violation of the Code of Conduct. The COC rules are going to be separately distributed before the placement cycle begins.

6. Hostel Guidelines

6.1 Hostel Fees

The hostel fee includes the room rent and mess fees. Delay in payment of fees could result in the cancellation of accommodation. Other expenses related to hostel, like electricity costs will be divided among the students sharing the room.

6.2 Hostel Facilities

The hostel is located within the ISME campus. It has proximity to all facilities and close to a bus stop nearby. There are separate hostels for girls and boys.

6.3 Hostel Rules of Conduct

1. If a student is planning to stay overnight away from the hostel, he/she will have to take written permission from the Warden by completing the "Overnight Absence Form".
2. The behavior code is applicable to the students residing in ISME hostels. Besides that, students indulging in consumption of drugs / intoxicating drinks / smoking/ gambling or any other immoral activities are liable for expulsion from the program.
3. Damage or destruction of any hostel property will make the hosteler liable to be charged an amount equivalent to twice the value of damaged property plus a fine.
 - Mess timings for breakfast and dinner must be strictly followed.
 - Any complaints or problems must be reported to the warden.

- The students must be in the hostel before 9.00 p.m everyday
- The students must seek written permission from the warden for going out beyond the permitted timings.
- The hostel warden / designated authority will be solely responsible for the implementation of hostel rules & regulations.
- Boys are not permitted to enter the girl's hostel and vice versa. Students will be expelled from the hostel if anyone is found violating this rule
- Outsiders are not permitted to stay in the hostel with the students. Any violation would be viewed seriously.
- Students need to follow strict discipline and not to make noise anywhere in the hostel, since it is a residential area. Any complaints will lead to severe disciplinary action.
- Students are advised to keep all their expensive / valuable items like cash, jewelry, passport, certificates, etc. under lock and key. Items like mobiles, laptops, cameras, etc., should not be left unattended at any time either in classroom or hostel, to prevent a theft. ISME will not be responsible for any missing items.
- In the event of any issues, students are to inform the Security Guards. They will inform the Warden if the issue is not sorted out. All communication should be routed through proper channels.
- Any physical or mental harassment of fellow students will lead to severe disciplinary action including suspension or expulsion.
- Students should not use the hostel premises for any kind of social or personal celebrations unless prior permission is obtained.

7. Hostel Mess & Bus Timings

Details will be provided during orientation.

8. Grievance Procedures

1. Reporting a Complaint

Complaints may be brought to the attention of the Disciplinary Committee through several sources that include:

- a. Other Students b. Warden c. Staff d. Faculty e. Dean

All students are required to lodge the complaints in the complaints / suggestions register.

2. Appeals Process

Appeals, if any, are to be submitted in writing, to the Director / Dean within three days of the date of receipt of the decision letter by the student(s).

9. Miscellaneous

Students may not open bank accounts using the name of ISME without obtaining permission from the Principal. Students should not use ISME stationery or logos without prior permission from the Dean.

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