



Code of Conduct For Faculty

Objective

- The code of conduct has been framed for GNIOT MBA Institute Faculty. It states a set of principles, professional and personal conduct expected of a teacher by the institution. The code of conduct is not a disciplinary tool, nor will it cover every situation. The code of conduct is to uphold the honour and dignity of teaching profession.

Responsibility and Accountability

- Faculties should handle the subjects assigned by the Director or Principal.
- Faculties should complete the syllabus on time. Faculties shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor-Mentee system must be effectively implemented. Faculties shall monitor the respective group of students assigned to them.
- Assignment topics for each course are to be given to the students as per instructions. Presentation section should be displayed on the notice.
- Faculties should be good counselors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful. Value based education must be their motto.
- Value based education is the core element of our institution and we must try to impart it.
- Faculties should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculties should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Faculties are not allowed to take and give any gifts from the students and parents.

Punctuality and Attendance

- Faculties must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- The working time of college is from 9 am to 5 pm, work week being Monday to Friday.
- In case of exigencies, the management may decide to extend the work time and work week. You are expected to abide by the above mentioned timing. If the employee is coming 10 minutes late for two consecutive days it will be considered as a half day leave. If more than half an hour full day leave will be marked.
- The Original certificate (Qualifying Certificate) shall be submitted at the time of joining and shall be returned only after relieving from the institution.
- Faculties should sign the attendance register while reporting for duty.
- Faculties are expected to present in the college campus at least 10 minutes before the college beginning time(9 AM).

- Faculties should communicate all information through common mail provided by the College.
- Faculties should remain in the campus till the end of the college hours.
- Leaving the institution in the middle of the semester is not permitted. The staff will be relieved only at the end of the semester after completing the entire syllabus and other related academic work.
- Dress code must be followed at all times, Men-Formal Shirts & Pants neatly tucked in. Women-Saree, Churidhar with shawl (leggings are not permitted. ID must be worn at all times.
- Faculties have to be vigilant at all times while students are gathered. Any untoward incident must be informed to higher authorities.

Leave

- Prior written permission is required from the Principal at least a day in advance while availing CL or OD.
- Emergency leave as well as sudden delay in coming should be informed to the management before 8 am. All must report for duty on reopening day and last day of each Semester.
- 12 days leave can be availed in a calendar year wherein 8 days as casual leave and 4 days sick leave.

Mobile phones and Internet

- Faculty members must not enter into the Examination Hall with any mobile phones.
- Faculty contact details can be provided to students and their parents for any academics related queries during your convenient time.
- Mobile phones must be used only to make urgent calls during academic hours.
- Use of Internet is solely for educational purpose.
- Faculties should be formal in dealing with WhatsApp messages.

Institute Code of Conduct

“Motivation gets you going, but Discipline keeps you growing”

GNIOT MBA COLLEGE is an institution of learning and teaching and strives to maintain a climate of respect, sensitivity, and courtesy. Students are expected to conduct and express themselves in a way that is respectful to all individuals. Each student is responsible to know, observe, abide by, and adhere to the Institute’s Code of Conduct, policies, rules, and regulations.

1. Student must attend all the lectures as per scheduled time on all the six days of a week. It is compulsory for student to attend Campus-to-Corporate Activities organized by the institute.
2. No student shall leave the premises before the college timing (except lunch break) without the prior permission of the Director/Class Coordinator.
3. As per the Dr. APJ Kalam Technical University (AKTU) rules, 75% attendance is mandatory in each course to appear in semester end examination and placement.
4. Every student of the institute must always wear the valid Identity Card issued by the Institute with their recent photograph affixed, bearing the signature of the Director.
5. Students must adhere to the Professional Dress Code (formals or Institute Uniform) of the Institute.
6. Eatables like snacks / beverages (drinks) are not allowed inside the Institute during the lecture hours.
7. Ragging is an offence. Ragging is strictly prohibited in the Institute campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
8. If any student/students is/are affected by the ragging in the Institute premises or outside of the college, He/She/They must inform immediately to the Director/Registrar/Discipline and Ragging Committee Coordinator Dr. Anurag Joshi
9. Every student help to keep Institute premises/campus/Class Room/ Desk and chairs neat and clean. They must use dust bin for garbage disposal.
10. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library and computer lab.
11. No student is allowed to spite in Institute premises/campus or in class room.
12. Students must upload a clear and professional photograph on online session (Guest session) platform (Microsoft teams365) with full name.
13. Institute premises and corridors are under CCTV surveillance, everyone must abide to the disciplinary manners in the premises/campus/classroom.

14. Use of mobile phones in the classrooms, Central Library area is strictly prohibited.
15. Any student who damages the reputation of the Institute in any way is liable to be expelled. Offenders shall be liable to face legal action.
16. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the Institute premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
17. Students must take proper care of all the college property. Any damage done to the property of the Institute by disfiguring walls, doors, windows, fittings, furniture, computer lab, library and such other things is breach of discipline of the Institute and will be considered a punishable offence.
18. Students are expected to maintain silence in the institute premises to maintain the decorum and, any deviant behavior will be treated as an instance of indiscipline.
19. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
20. Political activity in any form is not permitted in the Institute premises/campus