



Code of conduct for the students of the institute

PREAMBLE

This handbook indicates the standard practices and procedures of the Trinity Institute of Professional Studies (TIPS) for all students enrolling with the Institute for the pursual of various courses. It is for all students to know that it is incumbent upon them to abide by the code, responsibilities and restrictions flowing from it.

The Institute's endeavor, by means of enforcing this code, is to pioneer and administer the process of discipline and growth among the students through individual and collective responsibility.

GENERAL RULES OF CONDUCT

- This Code shall apply to all kinds of conduct of students that occur on the premises including in sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
- Each student must accept that He/she shall be regular and must complete his/her studies in the Institute.
- Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- All students must deter from indulging in any and all forms of misconduct including :





- (i) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

- (ii) Intentionally damaging or destroying the institute's property or property of other students and/or faculty members.

- (iii) Any disruptive activity in a classroom or in an event sponsored by the Institute.

- e) All students must participate in the institute's activities of curricular, co-curricular, and extracurricular nature including those decided to be organized by the Institute, the various departments, or the clubs and societies functioning under the name of the Institution with due permission.

ACADEMIC INTEGRITY

As a premier Institution for Higher education, TIPS values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offense.

ATTENDANCE RULES

- I. All the students are required to maintain 100% attendance in all courses, co-curricular and other activities organized by the institute.



- II. (In no case, are the students allowed to maintain aggregate attendance lower than 75%. Students will not be allowed to appear for internal as well as external semester examinations in case of failure to maintain 75% attendance.
- III. Participation of students in projects, and academic/extra-curricular activities within and outside TIPS will be suitably compensated for in attendance. However, prior approval from the appropriate authority shall be required.
- IV. Medical leave -Any approved medical leave from concerned authority, upon proper verification and proof will be taken into consideration while calculating the attendance at the end of the semester.
- V. In the event of the absence of a student from the Institute for a period of more than two weeks, without any intimation to or permission from the HOD/ Director will amount to disciplinary action against the student.
- VI. Upon calculation of attendance at the end of every month, if the attendance of a student is found to be less than 30%, a warning is issued to the student to report to the institute with valid reason for the said absence.

CODE OF CONDUCT IN CLASSROOM & ON CAMPUS

- I. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
- II. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer



- III. Shall be regular and punctual in reporting to all academic and related duties on campus.
- IV. Students must wear and present their Identity cards at the time of entry to the college campus.
- V. Be attentive in class and maintain perfect order inside the classrooms, laboratories, library, clubs and the corridors.
- VI. Meet all deadlines of assignments, reports, projects and any other assigned work.
- VII. Maintain silence in the Library and utilize the books and reference material as per their needs without causing any damage.
- VIII. Not to be in the canteen during the hours of scheduled lectures and curricular and co-curricular activities.
- IX. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with fellow students will be viewed seriously
- X. Students are expected to treat the members of the staff both teaching and non teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.

PARENT TEACHER MEETING

Parents are periodically informed of the academic and co-curricular performance of their wards. PTM is conducted once in a semester. However, as and when required, parents can come to meet



the staff for personal discussions and possible improvements of their ward, with a prior appointment.

GUIDELINES FOR USE OF SOCIAL MEDIA ON CAMPUS

- I. Every bonafide student of TIPS should keep in mind that information shared on social media is public knowledge hence should not use it to compromise the reputation of the institution in any way.
- II. Any content maligning the institution, its policies or employees will be viewed as inviting disciplinary action.
- III. No student is allowed to claim to speak on behalf of or represent the institution on social media without prior permission.
- IV. Every student should respect individual privacy and have regard for the feelings of others. They must not disclose personal details like pictures or any other detail of others or any staff without their permission.

DISCIPLINE ON CAMPUS

All students are to abide by the Ordinance 3 of the GGSIPU norms for the discipline of maintenance among students.

- I. All students to ensure overall discipline in the institute.
- II. The campus is under CCTV surveillance for the safety and security of all the students of the institution.
- III. Any acts of misconduct and indiscipline are not allowed, including the following :
 - Physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the Institute or against any student;



- Remaining absent from the class, test or examination or any other curricular or co-curricular activity which students are expected to participate in;
- Carrying of, use of or threat to use, any weapon;
- Misbehaviour or cruelty towards any other student, teacher or any other employee of the institution;
- Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- Any violation of the provisions of the Civil Rights Protection Act, 1976;
- Indulging in or encouraging violence or any conduct which involves moral turpitude;
- Any form of gambling;
- Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- Practicing casteism and untouchability in any form or inciting any other person to do so;
- Drinking or smoking;
- Any attempt at bribing or corruption of any manner or description;
- Wilful destruction of the property of the Institute;
- Behaving in a rowdy, intemperate or disorderly manner in the premises of the institution, or encouraging others to do so.
- Creating discord, ill-will, or intolerance among the students on communal grounds;
- Truancy and unpunctuality.

