



CAMBRIDGE INSTITUTE OF TECHNOLOGY

K.R. PURAM, BANGALORE – 560 036, Ph: 080-2561 8798 / 2561 8799


Fax: 080-2561 8789, email: principal@cambridge.edu.in

Affiliated to VTU, Belagavi| Approved by AICTE, New Delhi| NAAC& NBA Accredited|
UGC 2(f) Certified| Recognized by Govt. of Karnataka



POLICIES AND CODE OF CONDUCT

“The Policies & Code of Conduct” has been prepared to make the faculty, staff and students aware of the rules and regulations and code of conduct that exist in the college. It is expected that all the teaching, non-teaching staff and students should strictly adhere to the rules and regulations mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.


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CORE VALUES

Academic Excellence

Research Aptitude

Participative management


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CODE OF CONDUCT

Duties of the Director

The Director of the Institution shall help the management in strategic planning and participate in decision making process. In particular, he shall

- Cooperate with the Principal for the smooth administration of the college.
- Develop strategies and plan the activities for the holistic development of the college keeping the college vision and mission statements as beacons.
- Strive for achieving academic excellence in terms of teaching – learning pedagogy, empowering faculty and for developing professional competency.
- Finalize the compliance reports prepared by the Principal to be submitted to VTU / AICTE / UGC/ NBA / NAAC or to any other regulatory bodies.
- Involve in the preparation of college reports for college accreditation and rankings
- Involve in the faculty / staff selection process.
- Engage in quality enhancement of faculty in terms of teaching and research.
- Head the college IQAC to develop different academic and administrative processes and monitor the implementation.
- Endeavour to get well known academicians, professionals, industrialists, women entrepreneurs etc., on the College Board.
- Endeavour to start training centres in association with industries in technical, skill and personality development.
- Endeavour to get connected with centres of Higher learning in India and abroad.
- Endeavour to develop HR and governance policies.
- Meet the HODs / faculty or conduct meetings of HODs / faculty if necessary.
- Carry out any other duties and responsibilities as given by the Chairman.
- Report to the Chairman of the college.


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Code of Conduct for Students

A. General

He / She should

- Wear clean, neat and formal dress, fitted to our culture and tradition.
- Wear their identity cards inside the campus daily.
- Restrain from using mobile phones in the college campus.
- Observe proper silence in the classes/library and avoid making noise
- Observe timings in the Office and the Library so as to avoid unnecessary disturbance/over-crowding.
- Foster a healthy and decent relationship among themselves on campus and of campus. The spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.
- Be punctual to the classes/practical.
- Handle the furniture/equipment/boards and other properties with care. Damage/mutilate/defacing to any property of college will lead to penalty or suspension from college.
- Stay away from any sort of political and anti-social activities.
- Refrain circulating any printed materials or pamphlets, without the permission of the Principal,
- Refrain from ragging in any form as it is a serious offence and it will be dealt with severely.
- Avoid meeting visitors in the classrooms.
- Take care of their belongings. The institution will not be responsible for any loss.
- Be liable for strict disciplinary action, if any reported, observed, objectionable conduct within or outside the premises of the Institute,
- Reflect respect for the Faculty members and must inculcate a spirit of fellow- feeling and mutual respect among themselves.
- Refrain from sitting on places such as parapets, stairs, footpaths etc.
- Avoid possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances in the Campus and hostels.
- Avoid responding to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution

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- Use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
- Avoid rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion riders in the College premises.

B .In Academics

- Be scrupulously honest in all academic activities and with all staff and students.
- Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- Show respect for others by not participating in teasing and ridiculing
- Be regular in attendance for theory and practical classes. In case the attendance falling short of 85% for each, theory and practical, term will not be granted.
- Maintain punctuality while attending all the theory and practical classes.
- Complete all the term work such as record writing, mini projects, assignments, workshop or any other work as per schedule.
- Avoid indulge in any undesirable activity and shall maintain highest standard of discipline.
- Maintain silence in all the academic premises of the college.
- Avoid entering or leaving the classroom when the session is on without the permission of the teacher.
- Keep the class rooms tidy and should switch off lights and fans when they are not required.
- Refrain from malpractice of any kind during the Laboratory classes / internal /University Examination

C. Dress Code

- Students should come to the class room in decent and presentable attire. Dressing of students should be formal.
- Male students should wear shirt and full pants (Neat haircut with beard shaved).
- Female students should wear decent formal pants and shirts/ salwar kameez / chudithar / full sari.
- Collar less T-Shirts, Sleeveless T Shirts are strictly forbidden.
- For the workshops and laboratories, Students should strictly follow the dress code instructed for the concerned labs.

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- Student shall not wear clothing with inappropriate messages ii) Any student wearing dress in an inappropriate way, which degrades the dignity and decorum, will not be permitted to enter the college campus

CODE OF CONDUCT FOR NON-TEACHING STAFF

General

The following traits are expected from the Non-teaching staff. He / She shall

- Report to duty on time.
- Remain on duty during college hours.
- Adhere strictly to the rules and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official confidential, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept, misappropriate or misuse college property.
- Must not be absent from duty without official approval or approved sick leave and
- Avoid using social networking sites such as Facebook, Whatsapp, etc during the working hours.

Duties of Lab Technicians

He/ She shall

- Report immediately to the teaching staff in-charge/HoD of the particular Lab for any unexpected breakdowns of Lab Machines / Equipment or damages caused to the Lab Equipment by students due to mishandling.
- Identify the requirement of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to Lab –In-charge.


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- Carry out & record all maintenance works as per the schedules without affecting the regular Lab class work.
- Maintain Issue register for tools/systems/ equipment issued to the students for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- Ensure the availability & proper maintenance of “first aid facilities & firefighting equipment’s”.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.
- Ensure always that the Machine in proper working condition and intact
- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD and
- Be responsible for cleanliness and tidiness of laboratories


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