



\* G.S.B.T. \*

# GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E. New Delhi & Affiliated to Anna University, Chennai

NAAC Accredited Institution | An ISO 9001:2015 Certified Institution

Recognized by UGC u/s 2(f) & 12(B) of the UGC Act

80 Feet Road, Edapalayam, Redhills, Chennai - 600 052.

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7.1.10. Code of Ethics

# **GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY**

**Approved by A.I.C.T.E., New Delhi & Affiliated to Anna  
University, Chennai, Tamilnadu**

**College Code: 1123**



## **HANDBOOK ON CODE OF CONDUCT [For Students]**

**80 Feet Road, Edapalayam, Redhills, Chennai, Tamil Nadu, India - 600 052  
Phone Number: +91 - 44 - 2631 1045/1001/1025/1026**

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## **1. VISION AND MISSION STATEMENTS**

### **Our Vision:**

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY strives to build a thriving, learning-culture, responsive to the needs of the community at large, through value based education.

### **Our Mission:**

To provide a unique learning experience that will enable the students to realize their innate potential and mould their overall personality.

## **2. ABOUT OUR INSTITUTION**

Gojan School of Business and Technology is an Engineering College established in the year 2005. This young and vibrant college is housed in an 80-acre campus at Redhills, Chennai. The College runs seven Under Graduate Courses (B.E. Aeronautical Engineering, B.E. Civil Engineering, B.E. Computer Science and Engineering, B.E. Electronics and Communication Engineering, B.E. Electrical and Electronics Engineering, B.E. Mechanical Engineering and B.Tech. Information Technology) and Seven Post Graduate Courses (M.E. Applied Electronics, M.E. CAD/CAM, M.E. Computer Science and Engineering, M.E. Engineering Design, M.E. Power Electronics and Drives, M.E. VLSI Design and Master of Business Administration). The College is approved by A.I.C.T.E New Delhi & Affiliated to Anna University, Chennai and Accredited by NAAC.

### **Mission Goals:**

To create a dynamic, optimistic, committed community of educated youth by providing a conducive learning environment at an affordable cost and proper training to empower them with the leadership potentials and employable skills. Providing academic excellence through quality teaching, learning and research. Fostering and encouraging innovation and creativity by inculcation of entrepreneurial spirit and productive partnership. Creating an environment of intellectual stimulus and scientific inquiry. Creating a hub and a satellite center for learning and research. Recognizing and accepting social responsibility to create a harmonious environment.

### **3. PROFESSIONAL ETHICS AND CONDUCT**

This Code shall be applied to all kinds of conduct of students who are studying in our premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's Interests or Reputation.

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
  - He/she shall be regular and must complete his/her studies in this Institution.
  - In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institution subject to written consent of the Principal and Chairman.
  - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined on a scholarship, the said grant shall be revoked.
2. The Institution 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.
3. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, language, disability, marital or family status, physical or mental disability, gender identity, etc. shall be viewed seriously.
5. Intentionally damaging or destroying the Institution's property or property of other students and/or faculty members will be viewed as a misconduct.
6. Any disruptive activity in a class room or in an event sponsored by the Institution will be viewed as a matter of indiscipline.

7. Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards will be viewed as a reason for temporary ban from the campus due to security reasons.

## **RULES AND REGULATIONS OF OUR INSTITUTION**

### **GENERAL:**

Parents and visitors are permitted to meet their children/wards only after taking permission from the Principal. Students are expected to use courteous and polite language with members of the staff and maintain decorum in the campus and outside. They are expected to conduct themselves in such a way, so as to bring a good name for the college wherever they are.

- College will normally work for 8 hours beginning 8.30 a.m.
- Students are required to be regular and punctual to the classes.
- Students should be seated in the lecture halls 5 minutes before the commencement of the class.
- Students should maintain perfect order and strict silence inside the lecture/drawing halls / labs / workshops at all times.
- Movement outside the classroom in between lectures should be minimum and for valid reasons only.
- Students should bring calculators every day along with drawing instruments and charts whenever needed. They should avoid borrowing them in the college from other students or try to procure them after coming to college. Observation notebooks should be brought to the laboratory classes.
- Record of experiments done in a particular class should be submitted in the next laboratory class.

### **ACADEMIC STANDARDS:**

- A minimum of 80% attendance is expected, in each semester, necessarily to enable a student to appear in the University examination.
- Students are not allowed to take leave of absence for more than 5 days in a semester.
- Students who absent themselves without permission will be treated to have been absent for 2 days. Continuous absence from class on medical grounds will be permitted only after submission of medical certificate and letter from parent.
- Names of students who are absent continuously for more than 12 days on any account with or without permission will be struck off the rolls. They should seek readmission by paying a readmission fee.

- Internal Assessment Marks will be awarded only based on the Cycle Test I, Cycle Test II, Model Exam and Attendance Percentage Calculation.

### **RESPONSIBILITIES OF THE STUDENT:**

- Be punctual and regular to college, the college gate will be closed by 8.25 A.M.
- Treat everyone, irrespective of age and position with respect and courtesy.
- Maintain a dignified code of conduct.
- Avoid using inappropriate language in the college, home and outside.
- Avoid bullying or teasing fellow students in the college or in the bus.
- Avoid fancy accessories and footwear that is not part of the dress code.
- Wear the ID card to college every day. An ID card is part of the identification in times of emergency.
- Dress in a clean, neat modest and dignified manner to the college.
- Avoid taking leave for frivolous reasons.
- Take care of your personal property and also ensure that you do not for any reason use other student's belongings without their permission or knowledge.
- Permission to leave early must be requested for by the parent or guardian only in cases of emergency. A gate pass from the office after getting permission from the HOD is compulsory.
- Mobile phones and any other electronics equipment is not permitted in the college.
- Remain honest always. Avoid any form of malpractice during tests and examinations.
- Conserve electricity. Make sure that fans and lights are switched off when not in use.
- Avoid carrying too much cash to the college. Have just enough money for emergencies.
- Parents are welcome to meet the Class advisors / HODs/Principal. Make sure they fix an appointment and meet them.
- Payment of fees is your responsibility. Remind your parents to do so on time.
- The College trains you to be disciplined and orderly, this will groom you into a responsible citizen who can take the country forward.
- We look forward to your support and cooperation in ensuring that the present generation of youngsters grow up to be responsible and disciplined adults.

#### **4. ACADEMIC INTEGRITY**

As a principal institution for advanced education and research, the Institution 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 Institution and its research missions, and hence, violations of academic integrity constitute a serious offence.

#### **5. ANTI – RAGGING**

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from College/Institution/University as guided by Tamil Nadu Prohibition of Ragging Act 1997 and as per the institutions of Anna University Vide UGC, New Delhi, Lr. No:F1-8/2006[CPP-II] dated 16-05-2008. If any compliance in this regard contact the following officials.

044 - 26311045, 044 – 26311004

#### **6. SEXUAL HARASSMENT**

Sexual harassment is a gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

- Adequate counselling services for students are provided about the effects of sexual harassment.
- Workshops and Training programmes are conducted at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines on a regular basis.
- Approaching the Internal Complaints Committee to deal with cases relating to Sexual harassment.



## **7. STUDENT GRIEVANCE REDRESSAL CELL**

Any student of our Institution aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at our Institution. Further, any student who is aware of any violations must report the same to the Cell. This Cell consist of committee members as appointed by the Principal. The grievance can also be registered through online link provided below and should be made within 60 days from the day of the alleged violation. The Online Complaint Grievance Cell (OCGC) shall take cognizance of the grievance and inform the Committee Squad formed to enforce this Code, in cases of any sexual harassment complaints.

The following weblink can be utilized for booking complaints regarding any acts of sexual harassment or ragging “[gsbtedugrievance.gojaneducation.com](http://gsbtedugrievance.gojaneducation.com)”.

## **8. STUDENTS PARTICIPATION IN GOVERNANCE**

As students are the members of the Institution, they have a substantial interest in the governance of Institution. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making.

Student participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institution and who are going to be enrolled in the Institution are advised to uphold the policy and inform the Institution of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.

## **9. LIBRARY RULES AND REGULATIONS**

1. Complete silence is to be observed inside the central library.
2. Faculty/Students must enter their visit in the Gate Register.
3. Usage of cell phone is totally prohibited inside the library.
4. Users must keep their belongings at the “Property Counter” before entering the central library. However they are advised not to leave valuable things like cell phones, purse etc. outside the central library.
5. Personal books, files, lab coat/apron and articles will not be allowed inside the library. The students are requested to take care of their belongings.
6. Underlining, scribbling, tearing of pages or any other type of mutilation of books, journals etc., as well as mishandling or misuse of computers will attract appropriate punishment.
7. Any book / journal that is brought out of the library without proper entry with the librarian will attract serious action.
8. Competent authority will take necessary action against the users who violate the library rules and regulations.

## **10.COMPUTER LABORATORY RULES AND REGULATIONS**

### **A. Before Entering Laboratory**

- a. Visitors are allowed to enter the lab, only when prior permission from the appropriate authorities are received.
- b. Students are required to sign the register at the time of entry and exit from the computer laboratory.
- c. Students should be dressed formally to gain entry into the lab during working hours.
- d. Wearing footwear inside the laboratory is strictly prohibited.
- e. Students shall not carry any storage devices such as CD’s, Pendrive’s, Hard Disk’s etc., without prior permission from the authorized personnel.

### **B. Inside Laboratory**

- a. Students have to maintain silence while working in the laboratory.
- b. Students should occupy the computer systems that is provided by the Lab Incharge.

- c. Internet facility is provided purely for academic purposes and knowledge acquisition. Students should not use this facility for sending unproductive, provocative emails or illegal activities.
- d. The Lab Incharge or System Administrators inside the computer lab are not responsible for the loss of any personal property of the students.
- e. Mobile phones and other electronic devices are strictly prohibited inside laboratory.

## **11.CODE OF CONDUCT FOR WORKSHOP AND LABORATORY**

1. Students must report to their concerned laboratory and workshop sessions within the stipulated time.
2. Students have to wear lab coats/apron while working in the laboratory.
3. Laboratory Equipments /Workshop Machineries /Electrical Appliances /Chemicals are to be handled with additional care.
4. Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
5. Students are requested to report to the laboratory/workshop sessions with their record notebooks and must proceed their work silently.
6. Safety shoes are necessary to operate heavy machineries and also to avoid any kind of electric shocks inside the workshops.
7. Any breakage or malfunction of equipment must be intimated to the concerned Faculty or Lab Instructor.

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## **CODE OF CONDUCT [For Parents]**

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## **GENERAL RULES AND REGULATIONS OF OUR INSTITUTION**

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- Students should maintain perfect order and strict silence inside the lecture/drawing halls / labs / workshops at all times.
- Movement outside the classroom in between lectures should be minimum and for valid reasons only.
- Students should bring calculators every day along with drawing instruments and charts whenever needed. They should avoid borrowing them in the college from other students or try to procure them after coming to college. Observation notebooks should be brought to the laboratory classes.
- Record of experiments done in a particular class should be submitted in the next laboratory class.

### **ACADEMIC STANDARDS:**

- A minimum of 80% attendance is expected, in each semester, necessarily to enable a student to appear in the University examination.
- Students are not allowed to take leave of absence for more than 5 days in a semester.
- Students who absent themselves without permission will be treated to have been absent for 2 days. Continuous absence from class on medical

grounds will be permitted only after submission of medical certificate and letter from parent.

- Names of students who are absent continuously for more than 12 days on any account with or without permission will be struck off the rolls. They should seek readmission by paying a readmission fee.
- Internal Assessment Marks will be awarded only based on the Cycle Test I, Cycle Test II, Model Exam and Attendance Percentage Calculation.

### **INSTRUCTIONS TO PARENTS**

- Please ensure that your son/daughter comes to college in the proper dress code, wearing his/her ID card.
- Make your son/daughter respect all elders including members at home, Faculty members, classmates and supporting staff. It gives everyone a feeling of wellbeing.
- Parents are requested to monitor the students learning at home. Regular Studying will make learning easy and effective. Ensure that he/she has a time schedule for every unit taught in the class and does not put off learning for the tests and exams only.
- Parents are requested to ensure that students bring only materials related to their academics learning to the college.
- Expensive electronic equipment like tablets, mobile phones, MP3's, etc. are distracters and if found on the student will be confiscated and levied with fine.
- Avoid giving them too much money.
- Please help your son/daughter come to college regularly and on time. Leave should be applied only for illnesses and absolutely emergency cases. Leave Letters/Information regarding their failure to attend college should be sent in advance.

- Please spend quality time with your son/daughter. Encourage them to confide in you. Monitor the usage of internet, television and telephone.
- Any outing with friends should be carefully monitored.
- Discipline is the most important aspect a student needs to be aware of. We look forward to you working with us to instill this in all our students.
- Please make sure that your student comes to the college with proper dress code, neatly shaved with polished shoes and proper haircut.
- If your son/daughter does not adhere to the above rules he/she will be sent out from the college immediately and the day will be marked as absent.
- We seek your cooperation in all aspects.



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## SCHOOL OF BUSINESS AND TECHNOLOGY

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**HANDBOOK ON  
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[For Teaching/Non-Teaching Staff]**

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## **RESPONSIBILITIES OF THE FACULTIES AND SUPPORTING STAFF**

### **MEMBERS**

1. Faculty/Staff members must be present in the college premises at least 5 minutes before the warning bell.
2. All the Faculty/Staff members need to sign the attendance register in the morning and afternoon.
3. No one can leave the college without informing the Principal in between teaching hours or during free hours.
4. Those taking half day leave may be allowed to do so under real and grave needs and emergencies only. Two half day leave shall count for one CL.
5. Usage of mobile phone while in the class is strictly prohibited. If found violating this rule the mobile phone may be confiscated for the whole day.
6. No personal relations or friends are allowed to visit the teacher in the college premises under any circumstances, whatsoever. Only father/mother/husband/son/daughter/brother of the staff may be allowed to meet the staff/faculty members in the college office at the discretion and satisfaction of the Principal.
7. Those desiring to resign or leave the college for any reason must intimate the college management regarding this at least three (3) month in advance.
8. All the work assigned to the staff/faculty members must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
9. The staff/faculty need to finish the course within the stipulated time. The progress of the teaching shall be watched and monitored by the management.
10. Faculty/Staff members must cooperate in all college related activities.
11. Faculty/Staff members must participate in the invigilation duties, evaluation of examination answer books etc on a regular basis. This is part of the duty as a faculty/staff members.
12. All the new appointments shall be purely temporary and for a maximum period of one year. After assessing the performance, behaviour and conduct of the

individual, he/she may be given an extension for next three months and then appointed as a permanent faculty/staff.

13. All staff/faculty members should come in simple and tidy clothes. No fashionable or inappropriate clothing will be allowed.
14. During classes, only English language is allowed for teaching and communication.

### **DRESS CODE**

#### **FACULTY:**

Following is the dress code for the faculty of Institution.

For male: Tucked in shirts and shoes

For female: Well draped saree and sandals.

### **TIMING AND OTHERS**

- Attendance must be signed before 8.30A.M every day and must be signed at leaving college regularly.
- College regular timings are from 8.30 A.M to 3.30 P.M.
- For all Staff/Faculty members the food and transport is provided free of cost.
- It is mandatory for students and Faculty/Staff members to display ID cards at all times when they are in campus.

### **COURSE FILE**

- Every Faculty/Staff members must maintain the course file and log book properly offered during the semester

It shall have following details:

- Syllabus
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

## **MASTER ATTENDANCE**

- Faculties must take attendance at the beginning of every hour.
- Latecomers should not be permitted to attend the class and instead need to report HOD.
- Trouble makers in the class rooms must be reported to the HOD/Vice-Principal/Assistant Director of student affairs for further action.
- Students with improper dress code must not be permitted to attend Classes, Laboratories and libraries.
- Staff/Faculty members are denied to decide on the punishment given to students like making them stand inside or outside of the classes.

## **CASUAL LEAVE**

- Prior information (one day before) needs to given to the HOD regarding their (staff/faculty member) leave.
- Faculties must alter the classes properly so that no alteration problem arises during their absence.
- Must submit leave form prior or after the leave.

## **INVIGILATION**

- At least 30 minutes before the commencement of Examination the invigilator, must report to the Chief Superintendent and collect the seating arrangement, examination stationery and be present in the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination.
- Please ensure that the candidate should not carry any material except the Hall Ticket, ID card and Non-Programmable calculator into the examination hall.
- In case of any malpractice, kindly report immediately to the Chief Superintendent / AUR.
- Collect all the answer scripts before the student leaves the Examination Hall.

## **NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS**

- The examination must be started after the External Examiner arrives in the respective Laboratories/Workshops/Drawing Halls only.
- The mark allocation needs to be done based on the norms given by University.
- Internal and External examiners need to assess the students for 50% of the grade/score assigned for practicals.
- Grade/Score must be noted on the answer sheets clearly indicating the Grade/Score awarded for each component of the practical activity.
- Both the Examiners must sign on the Answer Sheets and Attendance Lists.

## **RESPONSIBILITIES OF THE HOD**

- HOD is responsible for conducting the Academic Programmes of the Department as per the norms of the affiliating University.
- HOD should ensure that faculties are present in the lecture hall earlier 5 minutes.
- HOD'S should verify the student attendance registers every weekend to check for proper maintenance of attendance and implementation of lecture plans.
- HOD'S should ensure faculties utilize the class time properly.
- In case of Faculties absence HOD's need to make sure if the classes are properly altered and utilized.
- HOD'S should monitor students' development and problems through feedback and counseling.
- HOD's must maintain minutes of meeting and pass on the information to faculties regarding the Principal/Management meeting.
- Every month class committee meeting should be conducted in front of HOD.
- HOD's need to ensure proper evaluation of student's performance while taking remedial action to improve the performance of slow learners.
- HOD's must monitor the relation between students and faculty for maintaining discipline.