



CODE OF CONDUCT FOR ALL STUDENTS OF PIADS.

GENERAL DISCIPLINE

1. Students are expected to conduct themselves at all times, in class, studios, labs and on campus, in a manner that befits executives in the making.
2. The use of cellular / mobile phones and all such instruments / gadgets is strictly disallowed in the working areas of the Institute, classrooms, studio, library, laboratories, and shall entail a monetary penalty as notified from time to time and confiscation of the telephone instrument altogether without guarantee of its safety or return, and no liabilities in this regard will be on PIADS whatsoever.
3. Any activity or behaviour that would unfairly advantage or disadvantage other student / s academically, personally, emotionally and financially will be dealt with extreme prejudice by the Faculty and entail all punishment as per the Laws of the Land.
4. Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests.
5. The entire campus is a No Smoking Zone, and No Littering Area, and Students will also not litter classrooms and other working areas of the PIADS, and the students will maintain proper cleanliness while taking refreshments and meals and will not dirty any furniture, walls, floors, etc., in any manner.
Failure to maintain Smoke Free and Litter Free premises will entail appropriate penalty and / or corrective measures as necessary.
6. All audio visual and any teaching aid and equipment used in class, studios, laboratories etc. should be handled with care, and any damage or loss of the same will be compensated by the person who is responsible for the same or by the class as a whole.
7. All the lights and fans must be switched off by the student before they leave the class / studio / labs / Audio – visual rooms etc. All students are committed to conserve electricity in the interest of the Nation and the PIADS.
8. Library rules have to be obeyed scrupulously.
Disciplinary action will be taken against students who tamper with library books, mark on the books, deface the books, or tear pages from the books, take the books and not return them in time, etc., the action may be including monetary fines, and any such penalties as the Librarian decides, and or rules regulations, instructions framed / issued from time to time.
9. Student who misuse the library and lab facilities will not be entitled to use these facilities thereafter for the entire academic year



10. Students should desist from disfiguring (writing / marking / indenting / drawing / sketching) and causing damage to the following:

- i) Furniture and equipments of classroom / studios /lab / canteen /library etc.
- II) Walls/ floor /ceiling surfaces of the college building
- iii) All other properties of or belonging to PIADS & LTJSS

11) Use /possession of Drugs, Narcotics, alcoholic drinks and similar substances, fire arms, weapons, explosives (including crackers) is strictly prohibited. Violation of this shall attract disciplinary action as well as initiation of police action.

DRESS CODE

- 1.** Students will be in formal / semi formal dress at all times during the term, while they are in campus, for the boys, the shirts will be fully buttoned up, and tucked in, proper and neat footwear such as shoes, sandals, girls will wear clothes befitting the decorum, and wear sandals or shoes. The dress code is to be followed not only when on campus and in college premises but, as well as during outdoor activities and wherever they are representing the college.
Slippers and casual foot wear of any type are not permitted on the campus at any time, and the student will not be allowed to attend the class unless the dress code is followed in totality.
- 2.** Students failing to follow the code will have to pay the fine as notified from time to time.
- 3.** Students are reminded to bear in mind that they are projecting an image of PIADS, and will follow the instructions of the Faculty regarding the same.

PUNCTUALITY

Students will be punctual for their classes, submissions as well as for seminars, presentations, and assessment tests. Any delay shall require a letter of acceptance from concerned faculty / authority, failure to act accordingly may result in a penalty, in terms of attendance deducted, or percentage of marks, or any other punishment as per the decision of the Faculty, which shall be final and binding on the student.

RAGGING

As per rule students cannot indulge in any kind of ragging. Students found indulging directly or indirectly in such acts in the college, hostels, LTJSS Campus and even outside shall be summarily suspended from the college and if their guilt established may face police action also.



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ATTENDANCE REQUIREMENTS

Every student is required to have a minimum of seventy five, (75), per cent attendance during every semester in every subject, as per the prevailing norms of the University of Nagpur .

Attendance will be accepted up to five minutes after the start of the class, thereafter the student will be marked absent.

Common attendance may be taken twice a day at 9.15 am and at the lecture / studio immediately after the lunch break and no presence will be marked after that time under any circumstances. The final attendance will be calculated by rationalising all the attendance entries, a shortfall in this requirement will mean that the student will not be eligible to appear for the final university examination, as well as examinations, juries conducted by PIADS.

Attendance at special seminars, workshops, site visits and guest lectures is mandatory. It shall be the sole responsibility of the students to cross check the attendance at least every fortnight and get the same updated in case any deficiency is found.

ASSIGNMENTS AND REPORTS

1. Students are strongly advised, and obviously expected, not to use unfair means for their assignments, copy verbatim or otherwise from other sources including the internet material for their assignments and reports.
In case this is done by the Students, such activities will lead to stringent actions which are set out in the University of Nagpur guidelines and norms for such cases.
2. Students are expected to submit all their reports, portfolios and assignments strictly in the 'Submission Den' and no where, unless specifically communicated by the faculty in-charge on or before the date as specified by the Coordinator / Faculty member, so that the student does not lose out in the mandatory progressive marking.
3. Students keeping / placing their reports, portfolios assignments in places other than "Submission Den" shall be doing so at their own risk and cost and no faculty and PIADS shall be responsible for loss and non assessment of the same.

LEAVE OF ABSENCE

1. Students as far as possible should restrain from availing the leaves unless it is of pressing emergency such as on account of health, death of close relative or due to pressing and unavoidable family problems.
2. No leave is permissible on medical ground unless the leave application on this ground is supported by Medical certificate (Note : prescriptions by Doctor, Pathological and X ray report etc. are not supporting document for this purpose.) Medical leave of a long duration as well as of treatment undertaken



by students at their home town beside the medical certificate should be accompanied / supported by a letter from the students parents.

2a) All medical certificates should clearly state the reasons and the period of leave.

3. Students leaving for their home town and or when seek leave on any ground (except pressing emergency) which necessitates absence over a period extending 3-4 days and more need to give proper written communication to the PIADS without which absence on such counts may not be considered / entertained. In all such cases the prior written information / communication and approval is must and the students also shall have to append the letter stating the reasons for leave from their parents along with leave application, as well as medical certificate (in case leave is medical grounds) without which such leave application also may not be considered / entertained.

In circumstances when information / application for leave cannot be made in person by student and or by parent / guardian, then such communication should be sent on PIADS email ID only which is piadsngp@gmail.com and not on personal mail or SMS of any faculty. PLEASE NOTE.

DISSEMINATION OF NOTICES, ETC

1. The student has to keep herself / himself updated with all notices, instructions, orders, directives from the PIADS and University, etc., put up on the notice board, electronic communications, and / or other media, as well as the University examination, regulations from various media, internet sites, etc., and in all these matters the PIADS is not liable nor it is mandatory, to inform students or parents individually in all such matters, unless otherwise required by the Faculty.
2. All verbal instructions / communications / notices given by the subject teachers during lectures / studios / labs etc. shall be deemed to be considered as instructions / communications / notices in writing and students shall be bound by such instructions / communications / notices, in such matters also PIADS is not liable nor it is mandatory, to inform students or parents individually in all such matters, unless otherwise required by the Faculty incharge.

TOUR / SITE VISITS

1. The students shall have to travel only with such tour operators approved by the PIADS or by the respective faculty incharge of the tour to which students wish to travel.
2. In all such tours where number of participants is restricted the registration shall strictly be on "first come first serve" basis. In all such cases the students have to register his / her name on individual basis and not as a group. The finalisation of the list of participants shall be at the sole discretion of faculty incharge of the tour.
3. After registering for the tours / site visits by the students cancellation of tour / site visits by the students except in very exceptional circumstances / causes (to



be decided and finalised by teacher in charge of the tours) shall not be permitted and student cancelling the tour shall forfeit all charges / money / fee etc. paid as well may have to pay fine and or cancellation charges as decided by the faculty / teacher incharge.

4. All students when on tour / site visits shall maintain proper disciplines, timings, dress codes strictly as per the directives given by the faculty incharge of the tour /site visit. Failure to follow the directives shall be considered as an act of indiscipline and will be dealt accordingly.
5. All participating students of tours conducted as part of academics by PIADS shall throughout the time of travel / tour shall be participating at their own risk and cost in every respect and PIADS shall not be held responsible for whatever reasons in all such matters. All students must submit an undertaking of this nature duly counter signed and supported by their parents when registering for any tour.
6. Students failing to deposit / pay required charges, documents, undertaking by the stipulated date shall at the discretion of the faculty incharge of the tour be debarred from participation in the tour and shall forfeit all charges / money / fee etc. paid as well as may have to pay fine / penalty as decided by the faculty / teacher incharge.

FEES / DUES /EXAM FORMS ETC.

Students shall pay within stipulated period all necessary tuition fee / deposits / examination fees / dues of any nature notified and demanded by PIADS and or by R.T.M. Nagpur University. Failure to make payments by stipulated period will attract penalties and or cancellation of admission or preventive measures from appearing for R.T.M. Nagpur University Examination/s.

Failure to submit duly filled up R.T.M.Nagpur University Examination / Admission / Enrolment forms and such other mandatory forms within stipulated period will also attract penalties and or cancellation of admission or preventive measures from appearing for R.T.M. Nagpur University Examination/s.

NOTE : This code of conduct shall be enforced along with and in addition to code of conduct and rules and regulations, general instructions, already inforce. PLEASE NOTE.

ACCEPTANCE

I have read the Codes of Conduct as above, and will abide by the same, which also may be revised or changed from time to time, and I agree and accept, that the final decisions on the assessment of the works and performance of the student in all subjects, and enforcement of the above Code of Conduct rests solely with the PIADS at all times, and the decision of the Administration and Management shall be final and binding on students.

Name of Student _____ Signature of student _____



LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S



PRIYADARSHINI INSITITUTE OF ARCHITECTURE & DESIGN STUDIES

Mobile No. of student _____ email id of the student _____

Name of Parent _____ Signature of Parent _____

Mobile No. of Father / Mother _____

email id of the Father / Mother _____

Date _____ / _____ / _____ Place :- _____
DAY MONTH YEAR

Priyadarshini Campus, Digdoh Hills

Off. Hingna Road, Nagpur - 440019 (India)

Ph.: +91-7104-6452399

E-mail: piadsngp@gmail.com, Website: www.piads.in



Code of Conduct for Teacher

1. Teacher shall strive to attain the highest standard of morality, punctuality, honesty & integrity. He / She shall be model of ethical practices.
2. The teacher shall contribute to the development of an professional culture, and maintaining academic values.
3. The teacher shall treat colleagues and associates with respect, kindness & work together for attaining congenial environment
4. Teacher shall scrupulously follow all the academic policies and instructions of higher authorities.
5. Teachers should help, guide, encourage and assist students to ensure that the Teaching - Learning Process is effective and successful.
6. Teacher shall make every effort to help student convert the knowledge to wisdom.
7. Teacher should maintain decorum both inside and outside the class room at set good example to the students.
8. Teacher should along with academic also carry out co-curricular and extracurricular activities that may be assigned to them from time to time.
9. The teachers must refrain from joining any political organization & making political comments during their lecture or discussions with students.
10. The teachers shall follow the dress code and dress decently in formal wear to best suit the dignity of the profession
11. All the faculty members should constructively contribute toward the development & enrichment of the college by their thoughts and action.
12. The faculty members should take continuous efforts to develop their professional abilities; and knowledge. They must also sharpen their knowledge by attending training programs, workshops, STTPS.
13. Faculty members should undertake research & consultancy activities to enrich the academic activities in college.