

IMS Noida code of conduct

I. Objectives & Scope: These guidelines are devised for the smooth conduct of classes across the various schools of IMS Noida. These include various rules and procedures in respect of conduct of the programme; bring transparency in the system and uniformity in implementation. These guidelines cover issues pertaining to academics, student discipline and student affairs.

II. Academic Guidelines:

1. Students are required to maintain 100% of attendance. In case of following condition a relaxation of 25% attendance will be given:
 - a. In case of medical emergency (Only in case of Hospitalization) the student has to inform the class in-charge within 48 hours and must submit the document at the time of joining the class. The approval of Medical records and prescription are subject to the verification by the medical board appointed by the Institute, if necessary. However the medical certificate issued after 7 days of discharge from Hospital will be declared null and void.
 - b. Any duty assigned by the institute related to Branding, Marketing, Inter college events, Research project etc.
 - c. Special relaxation of 5% will be given by the Associate Dean/HOD/ PD, in case they find serious involvement of students in Research/ activities/ center related development activity/CSR/PR.
- 1.1 The institute, during the conduct of the programme, shall carry out many co-curricular and extra-curricular activities. It is mandatory for all the students to participate in these activities and be present. Failure to do so shall be reflected in the evaluation.
- 1.2 The time-table for the classes and all other activities shall be announced by the Programme Coordinator/ Class Coordinator. Every student is expected to be present in the class before the lecture starts and the concerned faculty arrives.
- 1.3 All information concerning the students would be displayed on the notice board as and when required. The students must see the notice board daily in order to avoid any confusion regarding any information.
- 1.4 All the students must be present in their class on time. Late entry into the class is not permitted for reasons whatsoever
- 1.5 Students are required to be punctual in the class/Computer lab. No student is allowed to leave the class/Computer lab without the permission of his/her teacher or until the class/Computer lab is over. The defaulters will be marked absent. They are further advised to go through the topics covered before going to the class/Computer lab.
- 1.6 Students must pay their fees and dues in time. If a student defaults in submission of Institute fees/dues for a period of one month, his/her name will be struck off from the Institute Rolls.

2. Students are required to wear the uniform while attending the classes. They should carry his/her identity cards in the Institute campus and produce it on demand.
3. Use of mobile phones and cameras are strictly prohibited in the Institute premises viz classrooms, Computer lab , library , Seminar Hall and corridors .Mobiles and Cameras confiscated shall only be returned if disciplinary committee permits.
4. Students should keep themselves updated of day to day activities of the institute by going through the physical and electronic notice boards regularly. They should regularly visit the Institute website through ERP login for the communication related to attendance, lesson plans, assignments, examination etc. They are also advised to check their ERP login id regularly.
5. Ragging within or outside the institute is strictly prohibited. Any student found indulging in ragging shall be summarily dismissed from the institute and appropriate legal action shall also be taken as the guidelines of the Supreme Court of India. The complaint of ragging (if any) should be made to the chairman/ member of the anti ragging committee constituted for the purpose. The complete list is already displayed on the notice boards.
6. Students are not allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill in the Institute premises without prior permission from the Institute Administration.
7. Any activity other than the permitted by the competent authority will be treated as indiscipline and will attract punishment as per Institute norms.

III. Library Resources and Rules:

IMS, Noida Library has an automated and computerized bar coding system for books in the library. The library normally will function from 9.00 am to 06.00 pm from Monday to Saturday. Library hours are subject to change and all changes, if any, are notified on the 'Library Notice Board' from time to time.

1. Right of Entry

The right of entry to the Institute Library is reserved to the students, faculty and other staff members of the Institute. Students are required to keep their Identity Cards with them for inspection whenever they visit the library. Library staff is authorized to request students to produce the ID cards at any time. A serious view is taken of unauthorized entrants. Outsiders and ex-students of the college are required to seek the Dean/Director's written permission to use the Library.

2. Privileges for Members

- All students can borrow a maximum of 03 books for a maximum period of **07 Days**. However, the same book will be reissued only if no prior waiting exist for the same.

- Members have the privilege of direct access to shelves in the Stack halls. It is important that the arrangement of books be maintained on the notice board for the convenience of users themselves. While the books can be freely taken out from the shelves, on no account should they be replaced by members because of the danger of their misplacement. Any book misplaced, innocently or deliberately, is virtually lost to library patrons.

3. The Issue System

- In case the library staff member at the issue counter is not able to trace the library card of the user at the time of return of the book, student should be given a slip against the returned book. The card will be returned to the user later on, upon the production of that slip.
- An Identity Card is meant for identification and for issue of books.
- Current issue of Periodicals, News Papers and Reference Books will not be allowed for issuing.
- Issued Books, personal belongings except notebook/pen/laptops are not allowed in the Library. These shall be deposited at the property counter.

4. Overdue Charges

If the Books are not returned on the due date, students have to pay an overdue charge Rs. 10/- per day per book.

5. Loss of Books / Library Cards

- Members are responsible for the books issued on their Library Cards. Loss of library books/Cards should be reported immediately to the librarian.
- If a book is lost by a member he/she should replace the book with overdue charges, if any.
- The lost book will have to be replaced by the member within one month from the date of issue, failing which double the cost of the book will have to be deposited.
- The cost of the lost book will be based on the current price and not on the price of the book entered in the library Accession Register.
- Payment for the lost book is to be made only to the Accounts Department and a receipt is to be obtained from accounts department and produced on demand.

6. Clearance Certificate

- Library Cards are the property of the Library. Before taking the final University examination or terminating connection with the college, it is the responsibility of every member to return all library Cards/ books, to settle all library dues if any and also to get a No-dues Clearance Certificate from the Librarian.
- At the time of getting their library clearance, the students are required to bring their Identity Cards.
- Those students, who, due to any reason, do not appear for their respective examination or are declared failed in the same, are required to surrender their reader's Cards so that the same

may not be misused. After surrendering their reader's Cards, such students should get library clearance and refund for their library security.

- In case of loss of identity cards the borrowers must report immediately to this effect to the librarian, who will issue him/ her fresh identity card if satisfied with the explanation of the borrower. The reader must pay Rs. 50/ for duplicate I-card.

IMS LIFE LONG HUB SYSTEM (ILHS)

- A. The semester text book will be issued to all students under ILHS for the whole semester and it is to be returned after the examination or at the time of issuance of books for the next semester.
- B. Students are required to handle the book very carefully, marking with pencil; writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. At the time of returning the book, it should be in good condition.
- C. In case of loss or damage of the book, the student will have to pay 50% of the printed price of the book.
- D. In case student wants to own a particular book, the student will have to pay the 50% of the printed price of the book.
- E. Under the life time hub system for our students, our Library facilities including book loaning would be available to them for their whole life as governed by prevailing ILHS terms & Conditions.

IV. Examination and Evaluation System

All the CCS University students are expected to behave in a professional manner throughout their tenure at the institute. The seriousness should reflect through their attitude towards teaching and non-teaching activities.

a. Conduct of Internal and End Term Examinations:

- (a) During the Semester, there would be one mid-term and one end-term exam.
- (b) All examination shall be conducted by the Examination Department.

- b. **Scheme of Marks:** Each paper shall have 100 marks. The examination and evaluation comprises of two components, viz.

- (a) End term University examination: 75 marks
- (b) Internal Assessment: 25 Marks

3.4 Continuous Evaluation: The continuous evaluation shall comprise the following components:

- (a) Class Tests
- (b) Assignments, presentations etc.
- (c) Participation in activities, attendance etc

3.5 Pass Percentage: Minimum pass percentage in each paper is 50. Students are to pass each paper prescribed under the course structure.

3.6 Reappear: If a student gets less than 50% marks in any paper, he/she is to reappear in that paper as per the notified schedule by paying the prescribed fee.

3.7 Reappear for Improvement: If a student wishes to reappear for improvement, he/she can reappear as per the notified schedule by paying the prescribed fee. The marks obtained after giving the improvement exam, would be considered as final.

Note: 1. The Updated code of conduct will be available on the intranet of IMS Noida, the same will be valid at that point of time.

2. Students should ensure safety of the property of the Institute