

  
**MES INSTITUTE OF MANAGEMENT**  
Vidya Vihar, 25/1, 17<sup>th</sup> Main, II Block, Rajajinagar, Bangalore-560 010

**Orientation program**

The institution organises Orientation Programme for the first-year students and their parents at the beginning of the academic year. The objectives of the program are to orient the fresh admits about the college and its culture and also to brief the students and parents about the code of conduct like minimum attendance to be adhered as per university regulations, dress code, discipline, value added course, exam pattern, evaluation guidelines to be followed by their wards.



## Code of Conduct

**Students are strictly adhering to the code of conduct of the college:**

1. Fee structure of the courses is subject to review from time to time. Payment of fees in instalments is not allowed. Non-payment of the prescribed fees by the due date will result in cancellation of the registration of the course.
2. MESIOM pays utmost attention to attendance of the students. Students having less than 80% attendance be denied the admission ticket for the semester examination.
3. Attendance in test and examinations is compulsory,
4. Ragging is strictly prohibited in college premises. Instances of ragging will be dealt seriously by Anti ragging Cell. (Contact no's: 49198300 18800 / 080.22826033)
5. Students should mandatorily wear the Identity Cards in college premises.  
Students should wear clean and decent dress to college.  
Collarless T-shirts or T-shirts with messages should not be worn.
6. College Uniform should be compulsorily worn on Mondays and Thursdays. Students violating the uniform code will not be permitted to attend the classes.
7. Boys wearing accessories like earrings and bracelets are strictly prohibited. Decent hairstyle has to be maintained. Sporty, lengthy or funky hairstyle is prohibited.
8. The conduct of the students in classes and in the premises of college shall be such that it will not cause disturbance to teachers, fellow students or the other classes.
9. Students should strictly follow the decorum of public behaviour and avoid the use of abusive language and indecent manner in all their interactions. Anybody found flouting the norms of conduct is liable to be expelled from the college.
10. It is compulsory for the students to attend all the programs organised by the college.
11. Loitering in corridors, in front of the main gate and auditorium during college hours is strictly prohibited.
12. Students must ensure that all the lights and fans are switched off before they leave the classrooms.
13. Students are advised to show responsibility towards conserving water and avoid use of plastic in the college premises.



14. Students involved in malpractice in the internals tests or university examinations will be severely dealt with.
15. Use of cell phone in college premises is strictly prohibited.
16. In case of loss or damage of library books & college equipment's, the students will make good the same.
17. Any assistance to the students regarding Bonafide Certificate / Marks Cards / Transfer Certificate / Character Certificate / PDC etc. will be done by the office between 12.30 p.m. and 2.00 p.m.
18. Vehicle parking is restricted inside the campus. Students should park their vehicles in front of the college.

All the rules and regulations stated herein are mandatory and subject to change without notice.

Student's Signature

### **CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR MES TEACHERS**

The teaching profession calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and her/his conduct in an Institutional environment has impact on students. As responsible, educated adults, teachers need to uphold norms and be role models to their colleagues and students.

**Keeping the above in mind, the MES Management has adopted the following Rules that together constitute a Code of Conduct for Teachers appointed by it:**

1. Teachers shall at all times conduct themselves in a manner that inspires, motivates, persuades and guides students in their educational endeavors.
2. Teachers appointed by MES are liable to inter-Institutional transfers within the group or institutions under it, and must be willing to accept training or deputation duties as and when directed by the Management.
3. Teachers are expected to wear the Institutional ID cards during their stay on the Institutional premises, as also insist the same from their students, and adhere to the dress



code of the institution viz. sarees for lady staff members and formal dress for male staff members.

4. Teachers shall adhere to the working hours as stipulated by the Institution. MES Management or concerned regulatory authority.
5. Teachers shall attend the morning assembly and participate in all cultural and extracurricular activities, and serve in any capacity in such functions as called upon.
6. Teachers shall adhere to the norms of biometrics/Institutional digital campus solutions as required by the Management.
7. Teachers shall be responsible for the equipment/furniture entrusted to them.
8. Teachers shall diligently undertake additional duties such as stock verification. etc. assigned to them by the HOI/Management from time to time.
9. Use of mobile phones is strictly not permitted in the classrooms, Labs and Corridors. except for taking attendance under the ERP package/Ipomo campus solutions package.
10. Teachers shall not Indulge in or encourage any form of malpractice connected with examinations or any unlawful activity, and refrain from inciting students against other students/teachers/administrators/management members.
11. During the period of their service, teachers cannot join any other Institutions or pursue any course of studies without the prior approval of the Head of Institution/Management.
12. Teachers cannot absent from the institution without prior sanction of leave or without previous permission of the HOI. They cannot leave the country without prior sanction from the MES Management
13. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require, leave of any kind may be refused or revoked by the management, on a case to case basis.
14. Teachers cannot accept any remuneration related job from any source other than officially-permitted or engage in any business.
15. Teachers shall keep pace with the advancement in their subject domain in particular and in the area of education generally and shall constantly strive to endeavor to upgrade their skills, including ICT skills.
16. All teachers are responsible for maintaining their Class Attendance Register, Lesson Plan Book, Daily Diary and Examination Registers. For any loss of the records, they shall be solely accountable.
17. All teachers are required to get their Lesson Plan Book signed every fortnight and the Daily work Diary every week, from the HOD/HOI respectively.



18. All teachers are strictly forbidden from inflicting any corporal punishment upon any student notwithstanding any compelling circumstances whatsoever. They shall also exhibit utmost fairness in their assessment of the students without any bias.

19. Teachers shall strive to develop the institution as a community and human resource development centre, providing knowledge and information and developing skills and attitudes as needed for such development.

20. Teachers shall not knowingly or wilfully neglect their duties, including correction of class-work or homework or assignments submitted by the students.

21. Teachers shall not discriminate against any student on the ground of gender, caste, creed, language, place of origin, social and/or cultural background.

22. Teachers shall not enter into any monetary transactions with any student or parent; nor shall they exploit their influence for any personal ends.

23. Teachers cannot undertake private tuitions to any students or other persons as per the norms of the regulatory bodies.

24. Teachers shall publish any book/s or keys/guides on their own or assist in such publications directly or indirectly, only with the prior permission from the Management.

25. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues and refrain from divulging confidential information about the students/institution to any outsiders.

26. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.

27. They shall refrain from being in touch with the students on any social media like WhatsApp, Twitter, Facebook, Instagram etc., or get unduly friendly or personal with them or have any interaction, which goes beyond the classroom.

**NOTE: Non-compliance or violation of any of the above-mentioned Rules can lead to appropriate action by the Management against the concerned teacher**



## **CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR NON-TEACHING STAFF OF MES**

Non-teaching and support staff appointed by the MES, at the Management office as well as at its institutions, shall abide by the following Rules that together constitute the Code of Conduct during their employment with the MES:

1. Personnel appointed by MES at all times exhibit utmost competence, prudence, transparency and a helpful attitude in the discharge of their duties and conduct themselves in a manner that upholds the image of the Society.
2. They are liable to inter-Institutional transfers within the MES group of institutions.
3. They shall accept training or deputation duties within or outside the institutions, as and when so directed by the Management.
4. They shall wear the Institutional ID cards at all times during their stay on the Institutional premises.
5. They shall adhere to the working hours as stipulated by the MES Management/HOI/ HOD of the Institution.
6. They shall participate and help in all institutional, academic, cultural and extracurricular activities and serve in any capacity in such functions as may be called upon.
7. They shall adhere to the norms of biometrics/ institutional digital campus solutions and such others as required by the Management, from time to time.
8. They shall be responsible for the properties/equipment/furniture/library resources or any such other items as entrusted to them by the Management or the HOI.
9. They shall undertake additional duties related to stock verification, extra-curricular activities, etc. as may be allotted by the HOI/Management from time to time.
10. They shall refrain from using their mobile phones inside the institution during office hours.
11. They shall not Indulge in, or encourage, any form of malpractice connected with examination or any unlawful activity and treat all stakeholders (students, parents, administrators, teachers) with due concern and cordiality.
12. During the period of their service, they cannot join any other Institution or pursue any course of studies without the prior written approval of the Head of Institution.



13. They cannot absent themselves without prior sanction of leave or without previous permission of the Head of the Institution. They cannot leave the country without prior sanction from the MES Management.
14. Leave cannot be claimed as a matter of right. When the exigencies of Institutional service so require leave of any kind may be refused or revoked by the management, on a case-to-case basis.
15. They cannot accept any remuneration related to any job from any source other than the Institution or engage in business without the knowledge of the authorities.
16. They shall not enter into any monetary transactions with any student or parent; nor shall exploit one's influence for any personal ends.
17. They shall not directly or indirectly, knowingly or otherwise interfere in the governance/admissions/other activities of any MES institution.
18. They shall be courteous to all the stakeholders of the institution/s managed by the MES, and not indulge in any gossip, vilification or propaganda against the MC/ institution / teachers /colleagues.
19. They shall abide by all the rules and regulations as may be adopted by the MES from time to time.
20. They shall refrain from taking part in activities having potential to spread a feeling of hatred or enmity among different communities, religion, caste, category or linguistic groups.

NOTE: Non-compliance or violation of any of the above-mentioned rules can lead to appropriate action by the Management, against the concerned individual.

*Sharaada S*

Principal

MES Institute of Management  
Raiajnagar, Bangalore-560 010