

ADMINISTRATIVE GUIDELINES

CODE OF CONDUCT AND DISCIPLINE:

TSM is committed to achieve excellence in its core activities of teaching, research and consultancy in the field of management and information technology education and allied functions and strives for continuous improvement in all its endeavors, TSM will diligently practice highest standards of professionalism.

The institute expects all its members (faculty, non-teaching staff and students) to maintain the highest standards in their conduct. Consistent with the institute's mission, core values and objectives, this code of conduct provides more clarity to the institute's expectations of professionalism and ethics.

- I am responsible to obtain all materials required for the class before the class begins.
- I am responsible to meet the technological requirements of the program.
- I recognize that this is a post graduate-level program and I will work accordingly.
- I will make the time commitment necessary to read materials thoughtfully.
- I will make meaningful contributions to discussions that will benefit my classmates.
- I will complete assignments and projects with thoroughness and pride in my work.
- I will interact with my classmates and my instructors in a timely, professional, and responsible manner.
- I recognize that I will need to access the class on a nearly daily basis.
- I will read the course syllabus and calendar so that I am aware of deadlines.
- I understand that I must "contribute" to discussions on a regular
- I will avoid derogatory comments and overly critical responses.
- I will turn all work in on time and recognize that there will be consequences for late submissions.
- I recognize that individual instructors will determine the particular consequences for late submissions.
- If I must submit an assignment late, I will notify the instructor and accept the consequences associated with the late work.
- I accept responsibility to do my own work.
- I realize that plagiarism is the act of submitting the words or ideas of someone else as if they were my own.
- Whenever I have taken the words or ideas from an article, a Web page, or another student, I will identify that source.
- I realize that plagiarism can result in my failing the assignment or the course itself.
- I realize that many classes involve teamwork and I accept the responsibilities associated with team membership.
- I will do my share of the work taking on a leadership role when appropriate.
- I will meet internal project deadlines as set by my team so that we can effectively meet the team deadline set by the instructor.

If I must withdraw from a course for any reason, I will do so through the appropriate channels.

Living on Campus

As already informed during previous interactions with the participants, TSM's is a vegetarian, non-smoking, non-drinking campus and it is clearly understood that participants have joined the TSM Programme with the full knowledge and awareness of these facts. It is further understood that the participants conduct and behave themselves in a manner that is consistent with these institutional norms.

Moreover, being a fully residential programme, students live and study in a multi-cultural, multi-lingual, mixed-gender environment. They are expected to imbibe and demonstrate sensitivity to the requirements of diversity and live and study in a spirit of caring for and sharing with fellow participants, at the same time respecting individual rights and privacy. Participants found violating institutional norms regarding campus-community living as above or found indulging in drinking or found in drunken state or handling liquor/abusive substances/non-medical drugs in TSM campus will be seen as indulging acts of indiscipline and will face serious disciplinary action including suspension/expulsion from the Programme.

CCTV Cameras are placed in examination halls, computer rooms, libraries etc. and other locations in the campus with a view to ensure a safe and secure campus environment. Participants may do well to remember that CCTV recordings are available and these are expected to act as a strong deterrent against untoward incidents and undesirable activities happening on TSM campus

Use of Campus Facilities:

The TSM campus provides limited access to only registered and current students. Access to computer labs, libraries, classrooms and hostels are available only to students. Family members/friends are not allowed use of these facilities. Friends/ family members who wish to access books/ journals from the library may do so only after submitting and approval of a written request to the librarian/ director.

Participants are encouraged to use campus recreational facilities and participate in various academic club activities and participate in intra/inter-collegiate events to achieve holistic development.

Participants are also exhorted to demonstrate a high level social commitment and responsibility by completely eliminating food wastage and economising on the use of other precious resources such as water, electricity etc. strictly on a need-basis

SEXUAL MISCONDUCT POLICY:

The following conduct towards any members of TSM is seen as inappropriate and may be considered as sexual harassment. It includes but is not limited to: flirting, making suggestive comments, dating: requests for sexual activity: physical displays of affection: giving inappropriate personal gifts: frequent personal communication with a student (via phone, e-mail, letters, notes, etc.) unrelated to course work or official school matters: providing alcohol or drugs to students; inappropriate touching: and engaging in sexual contact and/or sexual relations.

Any student who is found to be indulging in these actions will be expelled immediately and where appropriate, legal authorities may also be brought into picture..

Students who are victims of such conduct are encouraged to report the same to their assigned mentors/wardens/ faculty members/ deans/ principal or director and they in turn are obliged to take appropriate actions immediately.

ANTI-SEXUAL HARRASMENT POLICY

- As an Institution we are committed to conducting and governing ourselves with ethics, transparency and accountability and for this we have developed redressal committees with the active support of Principal, Programme Heads, Admin Head and Hostel Warden and Student Volunteers
- We conduct meetings as per our practices and procedures, in which we ensure the ethical conduct at all levels is promoted across our value chain.
- We are dedicated in ensuring that our educational environment is conducive to fair, safe and harmonious relationship, based on the mutual trust and respect, between all the associates of the Institution.
- We ensure that discrimination and harassment of any type is strictly prohibited. We wish to promote and maintain this culture extending to all our stakeholders.
- Our main motive/aim is to provide safe working environment and to prohibit any form of sexual harassment.
- Any violation of the norms of conduct will result in severe disciplinary action including termination, besides being subjected to proceeding under the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.