



SHISHTACHAR

शिश्टाचार

Sheelam Param Bhushanam

"Nothing is ever lost by courtesy. It is the cheapest of the pleasures, costs nothing and conveys much. It pleases him who gives and him who receives, and thus, like mercy, it is twice blessed."

Erastus Wiman

**Shishtachar is a Sanskrit word
which means**

- Code of conduct**
- Good Manners**
- Discipline**
- Etiquette**
- Concern**

- ▶ ***“Character is, doing the right thing when no one is looking.”***
- ▶ ***“Manners easily and rapidly mature into morals” - Horace Mann***
- ▶ ***“Things do not have meaning. We assign meaning to everything.” - Anthony Robbins***

BASIC PRINCIPLES

- ▶ **Courtesy and politeness**
- ▶ **Consideration and commitment**
- ▶ **Gain confidence - personally and officially**
- ▶ **Character and integrity**
- ▶ **Sensitivity to different cultural settings, traditions and practices**
- ▶ **Team Work**
- ▶ **Success through excellence**

GENERAL CONDUCT

▶ PUNCTUALITY:

- Very important
- Reach the venue well in time
- Be seated in your allotted place

▶ PARTICIPATION:

- Your Course
- Expect your full participation
- Academic and Non-academic
- What you get depends on what you put in

GENERAL CONDUCT

▶ BEHAVIOUR:

- **Highest standards Expected From you**
- **Inside and Outside the Institute**
- **Be courteous and well mannered**
 - **towards each other**
 - **with Faculty and Officers**
 - **with staff**

GENERAL CONDUCT

▶ ATTIRE:

- Jeans, T-Shirts, Sneakers, Slippers- forbidden in classes, Mess, lounge, library, Official Functions etc.
- Gentlemen Trainees to wear : Full hands shirt, Trouser and socks & shoes during class hours.
- Lady Trainees can wear Sarees, Salwar-Kameez and Churidar-Kurta of Sober Colours
- Use Formal Dress whenever expected.

GENERAL CONDUCT

▶ MATURITY AND CREATIVITY:

- Behave like a matured individual
- Do not burn up in anxiety
- Balance
- Asset to any organization
- contribute creatively in all activities
- Excel and strive towards setting higher benchmarks

GENERAL CONDUCT

- ▶ **Compulsory residential.** Spouses, friends etc. are not permitted to stay
- ▶ **NO SMOKING** in the class room, library, Auditorium and any other public place in the campus
- ▶ **Do not** speak loudly in the lounges or corridors
- ▶ **Id Card** – compulsory to be worn in the campus

CONDUCT IN CLASS

- ▶ Take your allotted seat 5 mts **before** the session
- ▶ **No** swapping of seats
- ▶ **No** cross talk, whispering and other distractions
- ▶ Questions addressed to Guest speakers / faculty members should be **precise and polite**
- ▶ Adopt proper **posture** in Classroom

CONDUCT IN CLASS

- ▶ **No** thumping on the table to applaud, only appropriate clapping
- ▶ **Remain standing** after lecture concludes till the speaker leaves the class
- ▶ **MOBILE PHONES** – if it rings, it will be confiscated and auctioned in the class and proceeds will be donated to social cause.

CONDUCT IN HOSTELS

No swapping of rooms

Avoid shouting, loud music, noisy scenes

Music **after** 09.00pm should be heard

through only ear phones

- ▶ **KEEPING OR CONSUMING ALCOHOL IS PROHIBITED**
- ▶ **Unconventional** conduct will result in **Disciplinary Action**

LEAVE AND ABSENCE

- ▶ **All Course activities – compulsory**
- ▶ **No Leave during the Course except under special instances**
- ▶ **Do not leave the campus even on holidays / weekends**
- ▶ **Prior written permission is necessary from the Course authorities**
- ▶ **No Post facto sanction of leave**

CONDUCT

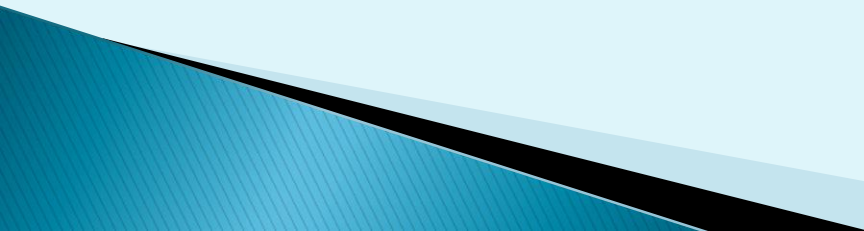
- **IN THE FORMAL DINNERS**
- **IN THE MESS**
- **IN THE LOUNGE**

Professional Conduct

▶ Basic Do's And Don'ts

- Show respect for Faculty and Staff of the Institute and your colleagues
- Dress according to the Institute requirements
- Avoid expressing negative attitudes as they lead to negative behaviour
- Introduce people to one another
- Say please and thank you
- Remember names
- Avoid using vulgar and inappropriate language

Professional Conduct (CONT.)

- Be on time
 - Be discreet
 - Be courteous
 - Be concerned with others, not just yourself
 - Dress appropriately
 - Use proper written and spoken language
- 

PENALTIES

- ▶ **Unauthorised absence from duty**
- ▶ **Any act of misconduct or indiscipline leads to relief from the Course without any notice**
- ▶ **Conservation of Electricity – switch off lights etc. when you leave your room. Any violation leads to penalty**
- ▶ **Water – a scarce resource. Do not waste. Violation of this norm attracts fine**

DISCIPLINE

- NON-NEGOTIABLE

PLEASE REMEMBER.....

*We are what we
repeatedly do.
Excellence, then, is not
an act but a habit.
- Aristotle*

WHAT QUESTIONS DO YOU HAVE ?