



# SHISHTACHAR

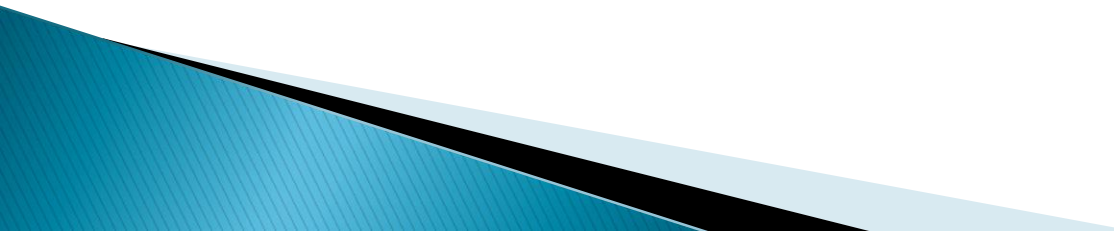
# शिश्टाचार

# ***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**
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# **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
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# **GENERAL CONDUCT**

## **▶ BEHAVIOUR:**

- Expect highest standards**
- 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.

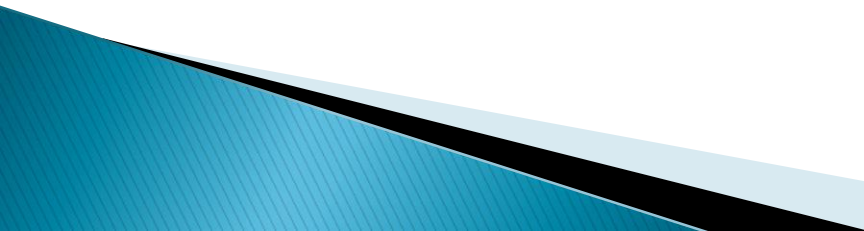
# **GENERAL CONDUCT**

## **▶ MATURITY AND CREATIVITY:**

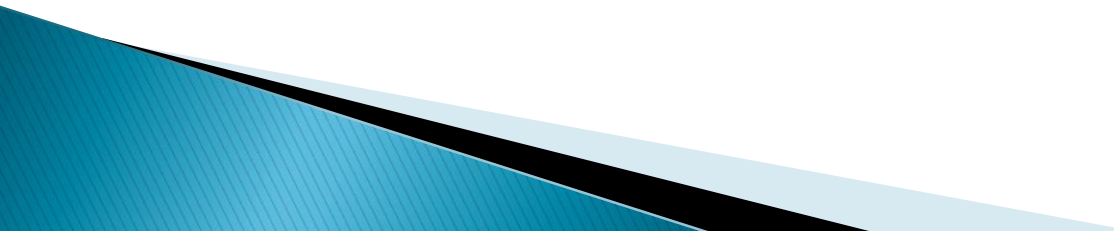
- Behave like a matured individual**
- Do not burn up in anxiety**
- Balance**
- Asset to any organization**
- contribute creatively in all activities**
- Excel and strive towards setting higher benchmarks**



# GENERAL CONDUCT

- ▶ **Compulsory residential.** Spouse, 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
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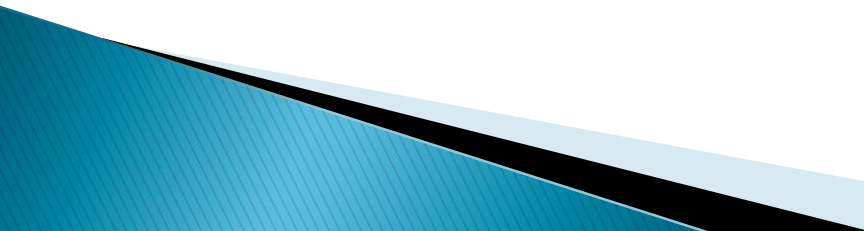
# CONDUCT IN CLASS

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

# CONDUCT IN HOSTELS

- ▶ **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**
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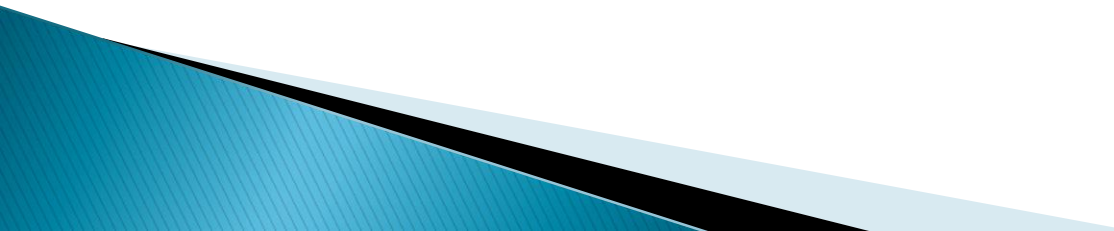
# LEAVE AND ABSENCE

- ▶ **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 Director.**
  - ▶ **No Post facto sanction of leave**
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# **CONDUCT**

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

- ▶ **Unauthorized 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**
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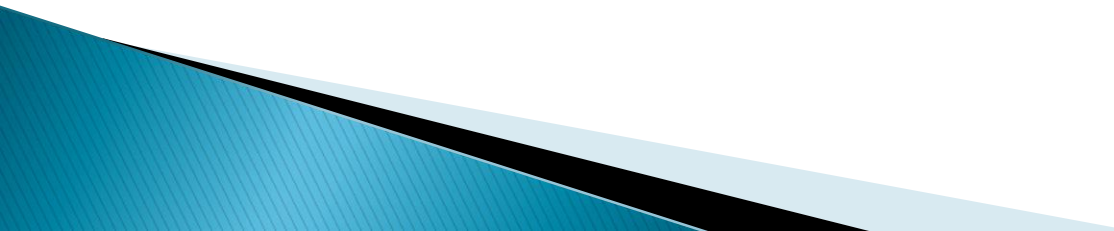
# **DISCIPLINE**

## **– NON-NEGOTIABLE**



- ▶ <https://www.youtube.com/watch?v=y0RknpcIwxU>

# Keyooraani...

- ▶ <https://www.youtube.com/watch?v=RGfIH9awHik>
  - ▶ Even if a person beautifies himself with ornaments and a necklace shining like full Moon, bathes and applies cosmetics, grooms his hair with scented oil and flowers, they do not make him a cultured person.
  - ▶ If his diction (way of speaking) is not proper and refined, he is treated as an uncultured person.
  - ▶ On the other hand if a person speaks softly and sweetly with control over his speech, he is always treated as a cultured person even if he is not adorned with ornaments etc.,
  - ▶ So proper diction, control and command over speech and language is the real ornament (bhushan) of a person.
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# PLEASE REMEMBER.....

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

What questions do you have?