

7.1.12 Handbook on code of conduct for students & teachers, Manuals & brochures on Human values & professional ethics

Code of conduct for Students

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
5. Students shall compulsorily wear the prescribed institute uniform on all working days except Wednesdays. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.
6. Strict silence must be observed in a reading room and Library.
7. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
8. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
9. Students must not wait on the Institute premises while the classes are going on.
10. Talking and other disruptive behaviors are not permitted while classes are in session.
11. Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
12. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
13. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
14. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.

15. Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.
16. Students shall do nothing either inside or outside the Institute that will in any way interfere with its orderly conduct and discipline.
17. Be polite and respectful towards others, instructor and other students.
18. If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.
19. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Director's prior permission.
20. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Director.
21. No student will be allowed to take active part in current politics.
22. Prior permission from the Director is essential to take part in inter – collegiate competitions.
23. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
24. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
25. Students should not leave their books, valuables and other belongings in the classroom.
26. The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
27. Students applying for certificates, testimonials, etc. which require the Director's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Director for his/her signature,
28. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.
29. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.

30. All Institute activities are organized under the guidance and supervision of the Director and Professor In-Charge.
31. Students must not associate themselves with any activity not authorized by the Institute Director. Serious action will be taken of students found organizing or participating in such unauthorized activities.
32. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
33. Every student has to participate in at least two of the co-curricular activities offered in the institute.
34. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
35. Disciplinary action will be taken against students found carrying and/or using cell phones, pagers walkmans, Discmans, iPods etc. on the institute premises.
36. Matters not covered by the existing rules will rest at the absolute discretion of the Director.
37. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
38. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
39. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
40. No type of vehicles shall be used during celebrations inside the institute campus.
41. Students joining the Institute are bound by the rules and regulations of the Institute.
42. The Director is the ultimate disciplinary authority in the institute.