

# **CODE OF CONDUCT HANDBOOK FOR STUDENT, TEACHERS, & NON-TEACHING STAFF**

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**1. Preface:** The code of conduct for Students, Teachers, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff. It is expected that all students, teaching, and nonteaching staff should strictly follow the code of conduct mentioned in this document.

## **CODE OF CONDUCT FOR STUDENTS**

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

1. Classes start from 10:00 a.m. and may continue up to 3.30 p.m. Students are advised to come to the Institute 10 minutes prior to attend their class.
2. Every student must carry his or her Identity card inside the campus. Any violation of this will lead disciplinary action.
3. Students must help to keep the institute campus neat and clean.
4. Students should wear Institute uniform.

5. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
6. Students are expected to read notices/circulars displayed on the notice board regularly.
7. Spitting, smoking and throwing bits of paper in the premises should be strictly avoided.
8. Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse etc should lead to disciplinary & penalize action.
9. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
10. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.

**11. Ragging is a Criminal offence - Ragging Constitutes any of the following acts:**

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling a fresher/ junior or any other student,
- Indulging in indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student,
- Asking any student to do any act which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of that fresher or any other student,
- Any act of physical abuse including all variants of it - sexual abuse, homosexual assaults, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person,
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student, 6. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic

pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Note-** All the students are encouraged to approach their respective MENTORS or PROCTOR without any hesitation in case of ragging.

## **CODE OF CONUDCT FOR TEACHERS**

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model.

Following are the code of conduct for faculty members:

1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
2. Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by the UGC and State Government from time to time.
3. All faculty members should prepare a lesson/teaching plan, notes, (academic file) well in advance before commencement of the classes.
4. Faculty members should be punctual in taking regular classes and Practical and also take extra classes/ remedial classes whenever necessary.
5. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
6. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
7. No faculty members shall act in any manner that violates the decorum or morality within the campus.
8. Every faculty members should work within the UGC/ UP Govt. framed policies and practices so as to satisfy the vision and mission of the institute.
9. All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority/ Principal.
2. All Staff members should display the highest possible standards of professional behaviour.
3. All Staff members should be punctual and discipline towards their work.
4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff members should cooperate with students, colleagues & superiors.
6. All staff members should maintain the image of the institute through standards general courtesy, etc.
7. All the staff members should respect for the rights and opinions of others.
8. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

**NOTE-** Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action as per the Competent Authority.