

HANDBOOK – CODE OF CONDUCT

A. Code of Conduct for students

The Code has been aimed at establishing cordial relations between management & students on a voluntary basis to promote harmony and to put an end to any dispute. Management expect you to maintain high stander of discipline in GIMR campus. The Code of Conduct defines, duties and responsibilities of management and students. Code of conduct is framed, violation of which would result in disciplinary action.

GENERAL CODE OF CONDUCT:

1. It is said that ‘Discipline decides destination ‘ . All students are expected to observe rules and regulations while in campus violation of which would invite disciplinary action against defaulting party.
2. While in the campus, students behavior must be silent so as lecture shall not be disturbed.
3. Smoking, Drinking and gambling in any form within the campus shall be strictly prohibited.
4. No student shall be allowed to contact with media,
5. Students should refrain from any type of indiscipline behavior.
6. While entering in premises and while existence in premises student must wear I-card.
7. It is the responsibility of the student to read notice regularly,
8. Ragging and Sexual Harassment in any form shall be strictly prohibited in campus. Any complaint either about ragging or sexual harassment shall be brought to the knowledge of concern committee. The names and Telephone numbers of the members are displayed in the campus.
9. No student shall be allowed to use phone / Mobile while in the campus except common room.
10. 75% attendance is mandatory. In case any student could not fulfill this condition his name shall be liable to strike off from the Institute.
11. In case student is suffering from any illness student must inform the teacher in charge and must produce the necessary medical certificate within 7 days.
13. Students are NOT allowed to occupy or use Director’s room, Faculty rooms, Conference rooms or Administrative department without the explicit permission from the concerned authority.

ACADEMIC RULES AND DISCIPLINE:

1. It is to be noted that all lectures shall start at 10:30 am as per timetable schedule.

Students are expected to be in the classrooms at least 5 minutes before start of a lecture session.

2. No student can enter or leave the lecture session while the lecture session is in progress, without the permission of the concerned faculty, Students must conduct themselves in an appropriate manner
3. All Students should maintain discipline in campus premises while lectures are in progress. No pollution shall be tolerated by any student.
4. As per University rules 75% attendance is compulsory. There will be no relaxation of this rule.
5. Sometime guest lectures, seminars, workshop are arrange for students better development. Attendance to this program is must. Any student remain absent for the program shall invite disciplinary action.
6. Any sort of unfair practice in examination will attract serious punishment not less than cancellation of admission.
7. Student who could not either to attend the class or wish to remain absent from exam he must take permission from concern faculty. Discretion is reserved.

LIBRARY RULES:

1. While entering in the library student must wear ID cards.
2. Every student will be issued only 2 books at a time for a maximum period of 7 days. If any student fails to abide by this rules he bound to pay a fine of Rs. 10/- per day .
3. No student shall use library card of others. He must get issue the books on his own library card.
4. No student shall be issued leaving certificate unless and until he produce No dues certificate from the library.

COMPUTER LABORATORY RULES:

1. Students are NOT allowed entering IT lab without ID cards.
2. Students should write their details like Name, Class, In-Out time etc in the register as and when they enter the IT lab or leave the IT lab.
3. Student should familiarize themselves with IT lab timings and rules and regulations displayed on the notice boards from time to time.
4. A student is NOT allowed to work in the IT lab when he/she has a lecture session. In case of any breach of this rule, disciplinary actions will be taken,

5. The IT lab is expected to be used only for academic purpose only, Visiting internet sites that are unethical, banned and NOT for academic purposes is strictly prohibited. Similarly chatting of any type or playing computer games is strictly prohibited, if any student is found to indulge in any such activities, it will attract disciplinary actions.

DISCIPLINARY PROCEDURE:

In case any untoward incident occur in campus “Enquiry Committee” shall be constituted of experts for investigation of charges. On completion of enquiry by following the principles of Natural Justice punishment shall be imposed by appropriate authority. Punishment shall be in proportion of gravity of offence.

Nature of punishment

Warning = Censure

Fine

Suspension

Discharge

Rustication.

B. CODE OF PROFESSIONAL ETHICS

TEACHERS AND THEIR RESPONSIBILITIES:

Teaching is a noble profession hence teacher must follow ethics. A teacher is constantly under the scrutiny of his students and the society at large.

The teacher must be dynamic that is he must be calm, he must have patience, communicative and impartial.

Teacher should perform his duties in the form of teaching, tutorial, group discussion to make professional growth continuous through study and research, Manage their private affairs in a manner consistent with the dignity of the profession.

Teacher should respect opinions of students.

Teacher should not make any discrimination on the ground of religion, caste, political, economic, social and physical characteristics.

Teacher should develop personalities of students by giving personal attention of their qualities and lacunas.

Teacher should not involve in any politics or unfair practices like inciting against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should follow the principle of give respect and take respect.

Teacher should speak respectfully to other and care should be taken that no one should be disheartened.

Teacher should not make any wrong allegation against any colleague to higher authority.

TEACHERS AND AUTHORITIES:

Teachers should discharge their duties as per norms and adhere existing rules and regulations.

Teacher should not involve in any double employment or commitments like tuitions, computer work, A/c work etc.

Teacher should honor appointment letter i.e. conditions of contract.

Teacher should extend support to management where ever he has command .

TEACHERS AND NON-TEACHING STAFF:

Teachers should follow the principle of equality. Teacher should treat non-teaching staff as colleagues and equal partners. Teachers should extend their hand of help whenever required by non teaching staff in the interest of the origination.

TEACHERS AND SOCIETY

Teachers should make awareness of importance of education in society. Education is a public service and strive to keep the public informed about the facilities available by government.

Teacher should refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Teacher should perform the duties of citizenship, participate in community activities and shoulder responsibilities of pubic offices.