CODE OF CONDUCT

Prepared By

Internal Quality Assurance Cell (IQAC)

Ganga Institute of Technology and Management, Kablana (Jhajjar)

Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of UGC Act, 1956

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CODE OF CONDUCT

INTRODUCTION

In Keeping with the Tradition of the Institution, all staff/students of GITAM Engineering College are required to maintain discipline and decorum in the campus and refrain from any activity that can tarnish the reputation of the institute. Violation of this will result in inviting strict disciplinary action under the act as per GITAM/UNIVERSITY/AICTE regulations.

CODE OF CONDUCT FOR STUDENTS

The college considers the following examples to constitute misconduct, however the list should not be considered as exhaustive:

(A) CAMPUS REGULATIONS

1 Ragging in any form or time is banned in the campus as well as in the hostel and all students are required to adhere to this rule.

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:

"Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force."

"Ragging in all its forms is totally banned in this institution including its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging Squad. The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009."

Punishable Ingredients of Ragging:

- Abetment / instigation to ragging
- Criminal conspiracy to ragging
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt / mental trauma or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force

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- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim
- Physical or psychological humiliation

Anti- Ragging Committee

- Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student
- All other offences following from the definition of "Ragging".

Punishments against Ragging:

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges.
- Withholding / withdrawing scholarship / fellowship and other benefits.
- Forfeiting Campus Placement opportunities / recommendations.
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel.
- Cancellation of Admission.
- Rustication from the institute as per the rules and regulations.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
- Imposing fine as decided by authorities depending upon the gravity of the situation.
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

In case of any ragging incident, the students should not hesitate to report the matter to the concerned authorities and immediately make a call to concerned convener and member of the committee.

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S.No.	Name	Designation	Contact No.
1	Dr. Rakesh Kumar Joon	Convener	8684000767
2	Mr. Joginder Singh	Co-Convener	9654292946
3	Dr. Punam Devi	Member	8684000973
4	Mr. Vivek Arora	Member	8684000923
5	Dr. Anurag Jain	Member	9891650010
6	Mr. Vivek Khokhar	Member	8684000891
7	Dr. Jitender Kumar	Member	8684000892
8	Mr. Virender Rana	Member	8684000939
9	Dr. Nitin Verma	Member	8684000893
10	Mr. Parvesh Dahiya	Member	9802154001
11	Mr. Jitender Singh	Member	9728347274

2. It is a criminal offence to carry an offensive/ deadly weapon, to use explosives and dangerous chemicals and the Institute reserves the right to search you. If necessary, the police could be involved.
3. Theft, misappropriation, damage or misuse of College property, or the property of the staff, students or visitors, caused intentionally or recklessly will invite disciplinary action.
4. Smoking, use of alcohol, intake of narcotics, drugs in any form, possession, consumption, sale, distribution or delivery of any alcoholic beverage in college building or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials is a punishable offence under the rules and regulation of the Institute /University.
5. Students using vehicles (two/four wheelers) must possess a valid driving license and limit the speed of the vehicle up to 20 km/ hr.
6. Vehicles should be parked in the parking space only.
7. Any conduct which constitutes a criminal offence is strictly prohibited.
8. Invasion or abuse of the security, integrity or privacy of any files or confidential material maintained by the college will invite strict disciplinary action.
9. Identity cards should always be worn by the students in the college premises.
10. All the students are advised to maintain the environment clean and not to throw wrappers and other wastage in the college premises. Also students should use the dustbins and co-operate in keeping the campus, classrooms, lawns, laboratory neat and clean.
11. Students should come in the prescribed dress code as applicable.
12. Writing on walls, toilets roads and pasting of posters on the walls are strictly banned.
13. College tuition fees, exam fees, hostel mess dues and other charges should be paid well in time to avoid any embarrassment.

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14. Discipline and decorum should be maintained in the college premises. Students should be punctual and behave properly.
15. Do not indulge in any act of gender abuse.
16. Remove hats, hoods and caps while you are in college building, unless you are given specific permission to wear them.
17. Personal belongings should be taken care of. The institute is not insured for any kind of loss to the students' belongings.
18. Read the notice board daily in order to be informed of important instructions
19. Do not bring any external influence in matter pertaining to your college activity.
20. Students should avoid vulgarity in talk and behavior.
21. Malpractices such as Strike, Pickering and Gherao are totally banned in the campus.
22. Follow etiquettes and demonstrate their worthiness within and outside the campus.
23. Timely submission of assignments, reports, projects, appearing for internal as well as external examination is a must.
24. Participation and involvement in all co-curricular and extra-curricular activities of the institute will be highly appreciable.
25. Students should not damage the assets of the college as they are precious and need to be effectively used, preserved and maintained with utmost care and in case of any damage observed he/she must report immediately to the concerned authorities.
26. Students should not tamper with fan regulators and switch boards and must switch off the fans and lights before leaving the classrooms.
27. The girl students are expected not to use cosmetics, wear costly jewellery. Every student is a representative of the cultural symbol of the institution and is required to dress up modestly.
28. For medical leave attach the medical certificates, otherwise leave will not be sanctioned.
29. Students should shift from one class room to the other in an orderly manner. At the end of a period, the incoming students should patiently wait outside till the classrooms are vacated.
30. Students should not sit/roam around unnecessarily in the corridors, and stairs.
31. Students should not waste their time in idle gossiping.
32. Students should obtain prior permission before entering and leaving the class rooms/labs/offices.
33. Students should take prior permission for early leaving from campus.
34. Students should develop the habit of forming queue while going to see the Director, paying dues or fee, getting books from the Library, going to see their teachers in staff room or entering the class room.
35. Playing music on electronic gadgets with or without earphones is strictly prohibited in the college campus. Defaulters will be penalized and their instrument will be confiscated.
36. Matters not covered in the above mentioned rules will be decided at the discretion of the Director.

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(B) COMPUTER LAB

1. Use of internet for the purpose other than academics related activities is totally prohibited.
2. The computer systems should not at all be used to alter, damage, copy or download the software without permission of the authorities. The offenders will be dealt strictly.

(C) OTHER LABORATORIES

1. All students are asked to attend the laboratory classes with full presentation.
2. Prescribed dress code has to be maintained in respective labs.
3. Lab Record should be brought and instructions should be followed accordingly.
4. A congenial atmosphere should be maintained in the laboratory classes.
5. Misbehavior of any kind will not be entertained in labs and, if any, it will be seriously dealt with.

(D) LIBRARY

1. Library norms and regulations should be followed accordingly. Books are a rich source of knowledge therefore any kind of theft, destruction, smudging, tearing of pages should be avoided failing which heavy fine will be levied on the student.
2. Students should utilize your vacant periods by reading books, magazines and newspapers etc. available in the library.
3. Books will be issued for a specific time period only on the basis of library cards issued to the students. In case of non- submission of books within the stipulated time, any damage done to the books, the students will be liable to pay the fine.

(E) EXAMINATION

1. Malpractice of any kind will not be allowed during the internal/university examinations.
2. Students who indulge in unfair means will be severely dealt with the prescribed university norms and rules as applicable for all university examinations.
3. Students should be awarded marks strictly as per the MD University Rohtak norms.
4. At least 75% attendance is mandatory to all the students. In case of medical emergency a relaxation of up to 10% will be considered by submitting relevant medical certificate/fitness certificate by a registered medical practitioner or as per the latest norms by concerned authority.

(F) HOSTEL

1. Misbehavior of any kind in the mess with students/staff will not be allowed.
2. Mess dues have to be paid in time and record should be maintained separately.
3. Outside food is not allowed in mess.

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4. Students stealing the belongings of other will be punished.
5. Unauthorized guests should not be entertained in the hostel or the mess.
6. Smoking/use of alcohol is strictly prohibited in the hostel premises.

(G) TRANSPORT

1. Students should conduct themselves in a disciplined manner while using transport facility of the college. Loud music and hutting is strictly prohibited.
2. Students should follow the instructions of the respective bus in charge nominated by the college.
3. No student will be allowed to board the bus without a valid bus pass.
4. No student should sit on the seat reserved for the faculty and staff members.

DISCIPLINARY ACTION FOR VIOLATING THE STUDENT CODE OF CONDUCT:-

The following discipline may be imposed, individually or in various combinations, on any student found to have violated the Student Code of Conduct-

- **Warning:** A warning is a written or oral notice to the student that continuation or repetition of certain conduct may result in further disciplinary action.
- **Restitution:** Restitution is reimbursement by the student for damage to, loss of or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise compensate for damage.
- **Projects and assignments:** Projects and assignments may include educational projects, service to the college, and other related discretionary assignments.
- **Disciplinary probation:** Probation is a status imposed for a specific period of time in which a student must demonstrate his or her conduct as set forth in the CODE OF CONDUCT. Conditions may be imposed at the discretion of the Director or Chairman of the Institute. Misconduct during the probationary period or violation of any conditions of the probation may result in more serious disciplinary action, such as loss of privileges, suspension, or expulsion.
- **Loss of privileges:** Loss of privileges is the denial of extra-curricular activities or other special privileges for a designated period of time. Violation of any conditions or campus regulations during the period of sanction may result in far more serious disciplinary action, such as suspension or expulsion.
- **Removal:** A student may be removed from class or office by an instructor or staff member with the assistance of police services, if necessary.
- **Suspension:** Suspension is a separation from the Institute for a designated period of time after which the student will be eligible to return. A suspension may consist of-

  (a) A period of time from one or more classes for a period up to ten (10) days of instruction;
  (b) From one or more classes for the remainder of the college term;
  (c) From all classes or activities of the college for one or more terms for up to three years.

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- **Expulsion:** Expulsion is the permanent termination of student status by the governing board for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. A student who is expelled is prohibited from participating in any college activities or programs and from entering district premises.
- **Revocation of degree or certification:** A degree or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining a degree or certification, or for other serious violation committed by a student prior to graduation/post graduation.

CODE OF CONDUCT FOR THE FACULTY MEMBERS

A. Person who choose teaching as a career, assumes the obligation to conduct himself or herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the students, the parents and colleagues.

B. Teaching, in its true sense, is not mere instruction but influence. The teacher's duty is not merely to communicate knowledge in specific subjects but also to help young men and women grow to their fullest stature and unfold their personality. In this responsible task what matters most is the personal example of the teacher. The following points are, therefore, laid down for the guidance of the teaching faculty of the College:-

1. Every member of the teaching faculty shall, by precept and example, instill in the minds of the students entrusted to his/her care following values:-

   - Values of patriotism.
   - Respect for law and order.
   - Feeling of universal brotherhood and tolerance for all religions.
   - Spirit of co-operation and social service.

2. Every member of the teaching faculty has an immense responsibility towards students. He/ she must: -
   - Be impartial in his/her relations; be sympathetic and helpful to slow learners.
   - Aim to improve physical, mental and moral well being of students leading to overall personality development.
   - Ensure that students do not take part in active politics.
   - Promote freedom of thought and expression coupled with discipline and dignity.

3. Every member of the teaching faculty should be above board in his/her personal conduct. He/She should: -
   - Be temperate and sober in habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the college.

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- Have an exemplary moral character. His/Her dealings with the members of the other sex in the college or outside it should not be such as will because reflection on his/her character or bring discredit to the college.
- Be neat & clean and dressed in a dignified manner.
- Abide by the rules and regulations of the college and show due respect to the constituted authority and diligently carry out instructions issued to him/her.
- Be punctual in attendance and all work related to class work and any other work or duty assigned to him/her by the Director.
- Consider college property and funds as if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.
- Promote dignity and Solidarity of his/her profession.
- Be polite and courteous towards parents and guardians.

4. A Faculty should uphold the honour and image of GITAM at all times.
5. A Faculty should always try to give his/her best to the students and to the institution.
6. A Faculty should be totally impartial, fair and just to all students in assessment.
7. A Faculty should adequately prepare himself/herself for class and lab.
8. A Faculty should not give wrong or misleading answers to the students.
9. A Faculty should maintain highest standards of discipline and social grace.
10. A Faculty should maintain punctuality for class and never miss any class without prior sanction of leave and arranging substitution.
11. A Faculty should bring to the notice of seniors the misconduct of students/colleagues that may bring disrepute to GITAM.
12. A Faculty should deal justly and impartially with students/staff regardless of their religion, cast, and gender, political, economic, social and physical characteristics.
13. A Faculty should advance and disseminate knowledge through his/her professional activities and maintain active membership of professional organizations for the research work.
14. A Faculty should express free and frank opinion when participating in seminars, conferences and professional meetings.
15. A Faculty should manage their private affairs in a manner consistent with the dignity of the profession.
16. A Faculty should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
17. A Faculty should cooperate and assist in carrying out functions relating to the educational responsibilities of the college, assisting in appraising applications for admission , advising and counseling students, assisting in conduct of college and university examination including supervision, invigilation and evaluation etc.
18. A Faculty should participate in extension curricular activities including community service.
19. A Faculty should recognize the differences in aptitude and capabilities among students and drive to meet their individual needs.
20. A Faculty should treat other members of the profession in same manner as they themselves wish to be treated.
21. A Faculty should speak respectfully to other staff members and sender assistance for over all professional betterment.
22. A Faculty should not disclose information about students/staff obtained in the course of professional service unless such disclosure serves a compelling professional purpose as is required by law.
23. A Faculty should respect the right and dignity of the student in expressing his/her opinion.
24. A Faculty should be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
25. A Faculty should give and expect due notice before a change of position is made.

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26. A Faculty should work to improve education in the community and strengthen the community's moral and intellectual life.

C. A Faculty Must Not: -

- Divulge confidential matters related to the institution.
- Indulge in or encourage any form of malpractice connected with examinations or other college activities.
- Undertake private tuition of students of the college. Extra coaching organized in the college campus after the college hours will not be considered as "Private Tuition"
- Engage himself/herself in any commercial activity or as a selling agent/ canvasser for any publishing firm or trader in college campus.
- Represent his/her grievances if any, except through proper channel, nor will he/she canvass any non-official or outside influence or support in respect of any matter pertaining to his/her service in the college.
- Ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the Director.
- Discriminate against any student on the ground of caste, creed, language, place of origin, social and cultural background or and any of them.
- Remain absent from the college without leave or without the previous permission of the Director.
- While being present in the college absent himself/ herself (except with the prior permission of the Director from the class which he/she is required to attend.
- Practice or incite any student to practice casteism, communalism or untouchability.
- Cause or incite any person to cause any damage to college property.
- Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.
- Behave or encourage or incite any student, Faculty or other employee to behave in rowdy or disorderly manner in the college premises.
- Be guilty of misbehavior or cruelty towards any parent, guardian, student, Faculty or other employee of the college.
- Organize or attend any meeting in the college except where he/she is required, or permitted by the Director to do so.

The above code of conduct will apply, where applicable, to the members of non-teaching staff of the college as well.

Prepared by:
Coordinator-IQAC

Approved/not approved
Director

Ganga Institute of Technology and Management
DIRECTOR
Kablana, Jhajjar

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