

**DR. AMBEDKAR MEMORIAL INSTITUTE OF IT AND MGMT SCIENCE  
JAGDA, ROURKELA**

**Students' code of conduct**

**General Code of Conduct**

The students admitted in the college are expected to abide by the rules and regulations of the college and follow its spirit.

No student shall collect money for any activity without the prior permission of the Principal.

No student should invite any person for any function or talk in the college without the prior permission of the Principal.

The students are expected to respect the college's property.

Classes start from 9.00 a.m. to 4.00 p.m. on all the six days of a week (Monday to Saturday). Students are advised to reach the College by 8:45 am to attend classes. As per university rules 75% attendance is mandatory to appear in semester end examination and Annual examination.

Students must adhere to the Dress Code of the Institute, for boys Pant, shirt and Blazer and for girls Salwar suit (Patiala), waist coat and pant and shirt, Blazer till the uniform of the college is introduced.

Use of mobile phones in the classrooms, Library, labs, workshop area etc. is strictly prohibited.

Every student must carry his / her Identity Card while entering the campus and identify himself / herself with the help of the Identity Card whenever asked for.

No guests / visitors shall be allowed with the students in the class/lab/ library.

Students must keep the College neat and clean and also preserve and maintain the greeneries.

Eatables / beverages are not allowed inside the study areas including labs, library, and workshops. Students should have their Tiffin inside the canteen or class room. Tobacco is strictly prohibited in the premises of the College.

Students must conserve electricity and water. They must switch off lights & fans when they leave the class rooms & laboratories.

Students are strictly prohibited to do any party politics inside the college campus.

### **Rules to be followed in Laboratory**

All the labs follow certain safety and academic norms for their smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly.

Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy \ theft. Students are not allowed to put any pass word in the common computers of the lab.

While studying in the college, students will have to operate equipment and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the College property, machinery and equipment. In case it is found that they have caused any damage to the Institute's property they shall be required to reimburse or make good the damage caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.

The nature of learning in any program may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses.

In case of medical emergency in the laboratory, the student must inform the faculty member / technical assistant without any hesitation.

### **Rules to be followed in Library**

Dress code for students will be observed in the library even beyond class timings.

Conversation, gossiping, sleeping, smoking, sitting on top of the table and loitering, speaking, use of mobile are not allowed in the library.

The arrangement of chairs in the reading rooms should not be disturbed.

Users are not allowed to distort or deface any book, magazine, newspaper. If a student requires any article, it may be photocopied with permission of the Librarian.

No reader shall bring any non-member into the library, nor shall lend, even temporarily, library books borrowed by him to others.

Without obtaining special permission from the Librarian, nobody shall enter the Stack-room or any part of the library, not ordinarily open to him.

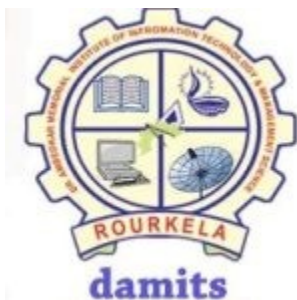
### **Following activities shall be deemed as act of indiscipline**

- i. Involvement in party politics inside the campus may invite expulsion from the college
- ii. Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere
- iii. Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members
- iv. Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises
- v. Fraud, deceit, deception, dishonesty or theft in relation to this institute or its staff, or in connection with holding any office in relation to being a student of this institute
- vi. Action likely to cause sexual or racial harassment of any student, member of staff or other employee of this institute or any authorized visitor of this institute
- vii. Damage to, or defacement of, any property caused intentionally or recklessly, or misappropriation of such property which includes , damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls /doors/ windows/ white board / tables / equipment / chairs etc. by way of writing names/painting/scribbling etc
- viii. Misuse or unauthorized use of the institute premises or items of property, including computer misuse
- ix. Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute; Threatening, physically preventing or using any other means from preventing the students from attending classes
- x. Consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large.

### **Penalties for ragging**

As per Supreme Court Judgment ragging is - any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness any other student, Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. The punishment may also take the shape of:

- i. Withholding scholarships or other benefits.
- ii. Debarring from representation in events.
- iii. Withhold results.
- iv. Suspension or expulsion from the college/ hostel.



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**Teachers Code of Conduct**

**General code of conduct - Teachers**

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see to it that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students should be calm, patient and communicative by temperament, and amiable in disposition.

**Professional Integrity:** This means honesty to oneself, to one's duty and to one's students. Teachers are expected to do a respectable duty and do it well. They should be fair to all their students. They should constantly evaluate themselves and their performance.

**Social Responsibility:** No education is complete if it does not instill in students some social responsibility. Social and ethical values must be taught while teaching subjects.

Teachers should perform their duties in the form of teaching, practical, seminars and research work conscientiously and with dedication

Teachers should co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university, such as assisting in conducting of college examination, including supervision, invigilation and evaluation.

Teachers should participate in extension, co-curricular and extracurricular activities including community service.

**Teacher and the Students**

Teachers should respect the rights and dignity of the student in expressing his / her opinion.

Teachers should recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

Teachers should encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

Teachers should inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

Teachers should be affectionate to the students and not to behave in a vindictive manner towards any of them for any reason.

Teachers' attention should be aimed at sheer attainment of the student in the assessment of merit.

Teachers should make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

Teachers should refrain from inciting students against other students, colleagues or administration.

### **Teachers and Colleagues**

Teachers should speak respectfully of other teachers and render assistance for professional betterment

Teachers should refrain from lodging unsubstantiated allegations against colleagues to higher authorities

Teachers should refrain from allowing discriminatory considerations of caste, creed, religion, race or sex in their professional Endeavour.

### **Teachers and Authorities**

Teachers should discharge their professional responsibilities in accordance with the existing rules.

Teachers should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities

Teachers should co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand

### **Teachers and Non-Teaching Staff**

Teachers should treat the non-teaching staff as colleagues and equal partners.

Teachers should help in the function of joint staff councils covering both teaching and the nonteaching staff.

### **Teachers and Guardians**

Teachers should try to see through teachers' bodies and organizations, that the College maintains contact with the guardians, their students, send reports of their performance to the

guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **Teachers and Society**

Teachers must recognize that education is a public service and to keep the public informed of the educational programmes which are being provided

Teachers must refrain from taking part in or subscribing to or assisting in any activities which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups. Instead, they should actively work for national integration.