

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

Code of Conduct For Students

**Preamble:**

The student code of conduct is established to foster the scholarly and civic development of the institutions students' in a safe and secure learning environment. The reputation of an institute depends on the performance of its students not only in academics but also by their conduct which is an integral part of their personality. In order to make learning in serene environment, the following code of conduct is applicable to all students enrolled in various Undergraduate, Postgraduate programs of the institute.

**Responsibilities of the students:**

1. To read, become familiar with and adhere to this code.
2. To behave and conduct themselves in the college campus, hostels and premises in a decent and dignified manner and show due respect to the authorities, employees and faculty members.
3. To observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community by striving to develop appropriate work attitudes and habits.

**Behaviour and conduct of the students:**

**A) Dress Code:**

1. Students should come to the college campus in decent and presentable attire.
2. Collarless T-shirts, sleeveless T-shirts are strictly forbidden.
3. Student shall not wear clothing with inappropriate messages.
4. Any student wearing dress in an inappropriate way which degrades the dignity and decorum will not be permitted to enter the college campus.
5. First year Students should follow the dress code prescribed by the college

**B) Academic Area:**

1. All students are required to attend all classes on time and with the appropriate materials. Students who come late will not be awarded attendance and may be denied entry to the class.
2. Silence shall be maintained in all the academic premises of the college. Behaviours which interfere with student learning will not be tolerated.
3. No students shall enter or leave the classrooms when the session is on without the permission of the teacher.
4. Students will demonstrate respect for all staff and fellow students. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, suspension or expulsion.
5. Chewing gum inside the academic area is strictly prohibited.
6. Students should keep the class room tidy. They should switch off lights and fans when they are not required.
7. Students are not permitted to use mobile phones in any of the academic area i.e. class room, library, computer centre, examination halls etc. All types of Mobile phones are strictly prohibited in exam hall and if any student is possession of such phones, the phones will be confiscated.
8. Use of internet for the purpose other than academic related activities is banned
9. Interfering or tampering any of the office records of college is a serious offences and result in suspension/rustication.



10. Plagiarism of any nature is not permitted.
11. Calling students out of their classrooms while lecture is in progress is prohibited

**C) In campus:**

1. Students should make optimum utilization of their time. They are expected to spend their free time in the Library/Reading room. They shall not loiter along the verandahs or crowd in front of the classrooms offices or the campus roads. Students are not allowed to sit on places such as parapets, stairs, footpaths, etc.
2. All students should possess identity card at all time during their presence on campus and should present it if asked by security person.
3. Refusal to identify or falsely identifying one's self when requested by an institution official will be liable to punishment.
4. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels. RCOEM campus is a "smoking free campus".
5. No students shall collect money either by request or by coercion from others within the campus or hostels.
6. All Students of the College who are coming by 'two wheelers' should have valid Driving License with them and must wear Helmet compulsorily. Four wheelers of students are not allowed in the campus. Obey the instructions of security persons while parking the vehicles.
7. Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion rider in the college premises is prohibited. Students are warned that any violation of rules, may result in seizure of their vehicle by the security.
8. Any kind of physical intimacy is not allowed in college campus.
9. Act of violence, Threatening, Harassing or assaultive conduct which has caused injury to other residents of the campus, is liable to punishment.
10. Theft, property damage will lead to severe punishment.
11. Engaging or inciting other students, to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students/faculty of the institution is not permitted.
12. Shouting, blowing whistle, making noise in any form, use of abusive/filthy language and gestures is strictly prohibited.
13. Taking out rally and bringing Sandal band in the college premise is prohibited.
14. During industrial tour strictly follow the guidelines given by the college, HOD and tour in charge.
15. Birthday celebrations by the students in the college premises including the canteen are prohibited. Holi (Dhulivandan) celebration in the college campus is strictly prohibited.
16. Writing of slogans, comments etc on desks, on the clothes of students or on walls of the campus is not permitted.
17. Burning of fire-crackers in the college premises including hostels is a serious offence. Violation of this rule may invite rustication/expulsion of the students who are directly or indirectly involved in this act.
18. Arranging parties outside the college which may deteriorate/spoil the college name and fame is not allowed.
19. Presenting false testimony - knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process will not be tolerated.
20. College authorities have strict view regarding safety of girl students on campus. College is committed to the policy of zero tolerance with regard to harassment, intimidation, and discrimination of any kind of





girl students on campus. A committee of three faculty members and three senior class girl students is formed to monitor and report to the authorities regarding any incidences of the type. Any act of harassment/ intimidation/ discrimination of any kind towards girl students is found, severe penalty will be imposed on the perpetrators of such crimes.

21. Ragging of the student is offence under Indian penal code. Any student found involved in this act will be punished as per the law.

*Any student exhibiting prohibited behavior mentioned in this code shall, depending upon the gravity of the misconduct on depending or its recurrence be subjected to any of the following disciplinary sanctions.*

**Punishment & Penalties:**

i. **Warning or Reprimand:** The student engaged in any prohibited behavior will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.

ii. **Tendering Apology :** The student engaged in any prohibited behavior may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.

iii. **Fines:** The student engaged in any prohibited behavior/conduct may be asked to pay a fine upto Rs.5000/- towards students welfare fund.

iv. **Forfeiture :** The tool used by the student in violating the code of conduct shall be forfeited.

v. **Non evaluation of course :** Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source, he/she shall not be evaluated in that course.

vi. **Debarring from attending campus recruitment:** A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.

vii. **Suspension of Privileges:** A student/ group of students may be prevented from availing privilege like using common academic facilities (e.g. library, computer centre etc), recommendations for loan/scholarship/fellowship etc; representing the institution in any national or international meet, tournament, youth festival, etc.

viii. **Suspension from college:**

A) If any student violates the code of conduct which leads to lowering of the esteem of the college or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities finds prima facie evidence is available against the student, he/she shall be suspended from the college for a maximum period of 15 days, pending further enquiry by the college authorities.

B) A student may be suspended from the college for violation of any of the provisions of this code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the findings and recommendations of the enquiry committee.

ix. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the college or any property kept in the premises of the college in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the college or any property kept in the premises of the college due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

x. **Debarring from Examinations:** A student/group of students may be debarred from writing all/ any/ some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.



xi. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the college. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishments, in the opinion of the competent authority, is likely to have an unwholesome influence on his/her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this college.

xii. Other appropriate sanctions may be imposed by the competent authority of the institution singularly or in combination with any of the above listed actions.



A handwritten signature in blue ink, appearing to be "R. D. ...".

PRINCIPAL

Principal

**Shri Ramdeobaba College  
of Engineering & Management, Nagpur-431 004**



SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

CODE OF CONDUCT

All Teachers and employees shall observe the following Code of Conduct namely:

1. The employee shall, for the whole time, be at the disposal of the College and shall serve it in such capacity and at such place as may be directed from time to time.
2. The employee shall conform and abide by the provisions of the rules, regulations, directives and decisions of the Competent Authority. He/she shall also observe, comply with and obey all orders and instructions which may from time to time be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed at time.
3. The employee shall maintain absolute integrity and show devotion to duty.
4. The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in course of his duty.
5. The employee shall not deal with any matter related to or with the award of any contract in favour of a body in which he or any member of his family is interested.
6. The employee shall not, without the prior sanction of the Competent Authority, contribute to the press or any other external agency or individual any matter except of academic nature without involving use of College documents, or without such sanction to make use of any document paper or information which may have come into his possession in his official capacity.
7. The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudice to the academic and administrative interest of the college or being the college disrepute.
8. The employee, without the express sanction of the Competent Authority, shall not ask for or accept contributions or otherwise associate himself with the raising of funds or other collection in cash or otherwise.
9. The employee shall not ask for or accept any gift or any other contribution from any employee or from any other person for a work to be done in connection with the activities of the College.
10. The employee shall not apply for a job/post, or scholarship without the previous sanction of the Competent Authority. The Competent Authority shall not ordinarily refuse such sanction. The employee shall not apply or appear for interview etc for any job outside the College without the knowledge and prior written permission of the authority of the College.



11. The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case, it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to the Competent Authority within 3 days from the first date of absence, failing which the absence will be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

*Provided that* Competent Authority may condone this condition in respect of an employee who for reasons of his own physical state was unable to convey the cause of his absence.

12. The employee shall not submit any tender either in his name or in the name of his dependent family members for any supply to the College.

13. The employee shall not in writing/speech or deed, or otherwise, indulge in any activity which is likely to incite and create a feeling of hatred or ill-will between different communities in India in religious, social, regional, communal or other grounds.

14. An employee shall treat all students without discrimination on political ground or for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or College administration.

15. Every employee is expected to be exemplary in their public and private life, by setting the highest standard of courtesy, personal conduct and discipline in all matters, and at all times.

16. The employee's loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care.

17. The employee shall not be insubordinate to any of his/her superiors and should behave in a lawful manner.

18. The employee shall never use abusive language, be quarrelsome and behave in riotous manner.

19. a) The employee shall never use liquor or narcotics, including tobacco in the college premises.

b) An employee shall strictly abide by any law relating to intoxicating drinks or drugs etc in force in the college campus so that the performance of his duties is not affected in any way

20. Employees should maintain absolute decorum while dealing with students.

21. The employee shall not -

a) Indulge in mutilation or destruction of college records and property or in any malpractice connected with examinations or other college activities.

b) Divulge confidential matters relating to the college.





- c) Obstruct other members of the staff from discharging their lawful duties.
  - d) Indulge in any sort of agitation to coerce or embarrass the college authorities.
  - e) Be in possession of weapons, explosives and other objectionable materials, in the college premises.
22. The employees shall never carry on any personal monetary transactions among themselves, with the students and/or with the parents.
23. The employees shall never take active part in Politics or be a member of a political party.
24. The employee shall never propogate through teaching lessons or otherwise, communal or sectarian out-look or incite or allow any student to indulge in communal or sectarian activity.
25. A teacher shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis.
26. The employee shall not fail to carry out duties assigned while remaining in the college premises or otherwise. It is expected of every employee to remain present at all collage functions, actively participate and extend full co-operation.
27. The employee shall not prepare, publish any book or books commonly known as Keys/Guides/Workbooks/Digest/ Refreshers or assist either directly or indirectly in their publication, canvassing and/or working as a selling agent.
28. The employee shall abide by all the rules and regulations in force and as may be laid down and/or modified, from time to time, by the college authorities and show due respect to the constituted authorities by faithfully carrying out all such orders and directions given to him/her by the Governing Body, Principal and any of the authorized members of the staff.
29. The employee shall not accept or permit any member of his family or any other person on his behalf, to accept any gift from students, parents or any person with whom he/she has come into contact by virtue of his position in the college.
30. The employee shall not leave the Head quarters without having first obtained the written permission of the college authorities.
31. No employee shall, except with the previous sanction of the college authorities, give any talk on the radio/T.V, publish any statement or document either in his own name or anonymously/pseudonymously or in the name of any other person, (except academic in nature without referring to the official documents of college)
32. A teacher shall not misuse the facilities of the college while exercising freedom of academic thought or expression.
33. An employee shall not make use of the resources and facilities of the institution or Management for his personal use or for commercial, political or religious purposes.



34. A teacher shall be impartial in assessment of the students and shall not deliberately over mark or victimize students on any ground.
35. An employee shall communicate change in address, if any during vacation or leave period to the Head, or Principal as the case may be.
36. Full-time teaching staff shall not accept part-time employment on payment or for any consideration in another educational, cultural or literary institution without obtaining prior written permission from the authorities of the college in which he is employed on full-time basis.
- Failure to conform to any of the rule of Code of Conduct mentioned, shall be treated as an act of negligence or misconduct or both.
37. The services of the employee shall be transferable within the Institutions of the Trust.





## MISCONDUCT

*Any action by the employee contrary to the provisions prescribed in the foregoing rules, as also any of the following acts and omissions on the part of the employee shall amount to misconduct.*

- 1) Going on illegal strike (overt or otherwise) or abetting it, indulging in instigation or acting in furtherance thereof.
- 2) Theft, fraud or dishonesty.
- 3) Habitual violation of any standing orders, rules or habitual neglect of work.
- 4) Willful/negligent damage of the college property.
- 5) Refusal to accept charge-sheet, order or other communications served according to the rules.
- 6) Conviction in a court of law, involving moral turpitude, any other act or omission on part of the employee, which in the opinion of the Competent Authority amounts to misconduct.
- 7) Insubordination or disobedience whether alone or in association with others, of any order of a superior, or any rule circular, instruction or notice issued or given or as may be issued or given from time to time.
- 8) Habitual late coming, riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the college.
- 9) Neglect of work or negligence in discharging any duty or failure to give the day's output or negligence in discharging.
- 10) Violence or inciting violence.
- 11) Stopping or slowing down work either on his own or with other employees or inciting anyone else not to work.
- 12) Theft of property of another employee within the premises of the college.
- 13) Playing cards or any other game of pastime during working hours.
- 14) Sleeping or loitering or whiling away time during hours of work disappearing from place of work for any period for any reason whatsoever.
- 15) Falsification of or tampering with any paper or record of the college.
- 16) Obtaining employment by misrepresentation.
- 17) Sheltering or trying to shelter any offender or anyone who commits any act of misconduct which takes place in his presence.
- 18) Making any false or exaggerated allegations against any officer superior or a co-employee or authority.



- 19) Committing nuisance during the working hours by being found intoxicated or otherwise.
- 20) Committing any act involving moral turpitude.
- 21) Misappropriation of any amount, movable property, of the college or late-crediting the amount in the college account.
- 22) Making any false declaration, announcements or representation wilfully.
- 23) Attending the duties without uniform supplied by the college, if any.
- 24) Failure to give permanent address or absenting without permission in writing as mentioned in the leave rules.
- 25) Not attending regularly and punctually to the duties according to the timings fixed.
- 26) Not working with accuracy and reasonable speed.
- 27) Not carefully keeping college papers, correspondence, files, registers etc. in his/her charge.
- 28) Giving evidence before public committee or Body without the previous permission of the competent authority.
- 29) Committing any act involving moral turpitude.

NAGPUR:



  
GENERAL SECRETARY  
SHRI RAMDEOBABA COLLEGE OF  
ENGINEERING & MANAGEMENT, NAGPUR.