

Code of conducts for students

Do's

- Students must adhere to the Dress Code of the Institute.
 - 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 with help of the Identity Card whenever asked for.
 - No guests / visitors shall be allowed with the students in the class/lab/ library.
 - Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables / beverages are not allowed inside the study areas including labs, library, workshops. Students should have their tiffin inside the canteen or class room. Smoking is prohibited in the premises of the institute.
 - Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories.
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- Rules to be followed in laboratory / workshop / drawing hall
 - 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
 - In case of medical emergency in the laboratory, the student must inform the faculty member / technical assistant without any hesitation.

Dont's

- Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere
- Using abusive language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members;
- Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises;
- 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;
- Damage to, or defacement of 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.;
- Misuse or unauthorized use of the institute premises or items of property, including computer misuse;
- Consuming drugs, alcohol or any other activity in Campus/ Hostel which is construed as a societal offence at large;

Code of conducts for members of the staff

Do's:

- Maintain absolute integrity at all times.
- Maintain absolute devotion to duty at all times.
- Maintain independence and impartiality in the discharge of your duties
- Maintain a responsible and decent standard of conduct in private life.
- Render prompt and courteous service to the public.
- Keep away from demonstrations organized by political parties.
- Maintain political neutrality..

Don'ts:

- Do not indulge in acts unbecoming of a Govt. servant.
- Do not be discourteous, dishonest and partial.
- Do not adopt dilatory tactics in your dealings with the public.
- Do not practice untouchability
- Do not associate yourself with any banned organizations.
- Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order and morality.
- Do not get involved in unauthorized communication of any official document or information.
- Do not undertake private consultancy work.
- Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
- Do not bring any political influence in matters pertaining to your service.
- Do not consume any intoxicating drinks or drugs while on duty.