

## Code of Conduct –Students

- Students are expected to maintain the highest standards of discipline and dignified manner of inside as well outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.
- Students shall rise from their seats when the teacher enters the class room and remain standing till they are allowed by the teacher to sit. Silence shall be observed during class hours.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
- Students can leave the campus during class hours only after getting a gate pass from the tutor, class coordinator, and Principal and after making entry in the Gate Register maintained by the gate keeper.
- All students shall leave the classes immediately after 4.00 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by the concerned class coordinator and Principal. Application for medical leave shall be accompanied by valid medical certificates.
- Students shall come to the college in approved uniforms with formal shirts tucked into trousers with black belt and black shoes. Hawai type rubber or plastic chappals are not permitted.
- All the students shall wear their identity cards, well displayed. Identity card is a public document and any teaching and non teaching staff shall have the right to peruse it. Denial of that invites disciplinary action. ,
- All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norm, and which could go against the spirit of GIHSM's academic values will be referred to the discipline committee.
- As per the Govt. order, students shall not bring powered vehicles inside the campus.
- Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
- For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
- Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
- Access to academic buildings beyond the above timing and on holidays without written permission from the concerned class coordinator or/and Principal will be treated as a case of indiscipline.
- Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus however access to these sites are permitted in hostel building during time slots specified by the hostel wardens.

- Keep the campus neat and clean. Wastes should be dumped in the dustbin placed at the campus premises. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
- Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
- Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
- Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
- Students who intend to represent the college in inter-collegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
- During internal examinations, students are not allowed to leave the hall before stipulated hour.
- Political activity in any form is not permitted in the College.
- Harassing juniors, ill treatment to other fellow students or any other is objectionable and liable to be treated as criminal offence by the directives of Hon'ble Supreme Court of India.
- Misbehaviour towards girl students, use of threat or violence against students will be considered as very serious case of misconduct,
- Pay fees, mess bills etc. in advance or in time, which will avoid fines.
- Any violation of the above rules will invite penalty in the form of fine, bring of parents or any course of corrective measure as found suitable by the College. ,
- Expulsion from the College is enough for expulsion from the hostel.
- In case of any instance of noncompliance of existing rules to any magnitude, all the staff members are empowered of disciplinary procedure by filling in a standard form which in turn may lead to the enquiry committee and further proceedings.

## Code Of Conduct- Faculty

Faculty and other staff follow the code of conduct as prescribed in the statutes of University of Lucknow which is our affiliating university.

### **Lucknow University Statutes**

Chapter XVII Conditions of Services of **teachers** of Colleges

Chapter XXIII Conditions of Services Of **non-teaching Staff** of Colleges

<https://lkouniv.ac.in/en/page/statutes>

Besides above, the Management also has framed some rules and regulations which every faculty and staff has to follow:

- Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
- The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
- The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
- A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.
- No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty has to avoid using harsh and slang languages in the premises.
- The use of mobile phones in the campus during working hours is strictly forbidden.
- Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.
- Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
- Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
- Every teacher should try to preserve and promote the dignity and solidarity of the profession.

## **Code Of Conduct - Administrative Officer**

- Attending 6 days in a week and whenever required extend it to clear pending duties.
- All matters related to AICTE/UGC/University to be checked, corrected and make available to the Principal/ Chairman.
- Keeping list of students having fees arrears up to date, taking appropriate follow-up as per the direction of the corporate office.
- Assisting the purchase of the department and accounting it properly
- All the requirements related to the college like Library/ Class room/ Staff room/ Computer Lab/ other labs of each college has to be assessed and invite quotations from different vendors and do the comparative study on price and quality before the purchase. (The quotations can be forwarded to Management for finalization and clarifications).
- Identify staff (Teaching and Non- Teaching) who are availing leave often especially on Saturday and Monday and more than two days in a month and inform to Principal.
- Don't involve in irrelevant discussion and maintain silence in the office and surroundings.
- Responsibility for the overall performance and monitoring of the college developmental activities. • Gathering, adapting, storing and distributing information's within the College.
- Organizing, providing leadership and controlling all administrative functions in the department.
- Rendering a service to other functions within the organization
- Efficient housekeeping & catering requirement for guest / employee.
- Planning, sourcing and maintenance of company transport.
- Liaison works with all Government offices like Collector (students scholarship), Police station (Any problem solving), Telephone Electricity, Water, Panchayat, etc. .
- Responsibilities for travel arrangements for domestic and international itineraries of the VIP's visiting campus after consulting with management.
- Keeping abreast with the latest trends in intra and extra office communication needs equipment. Monitor printing and updating documents of the organization.
- Maintenance and supervision of all office and academic records.

## **Hostel Rules And Regulations**

1. Hostel Identity Card with the parents' and guardian's photo (both the photographs should be pasted and not stapled in the space provided with the filled in data should be attested by the chief warden.
2. The inmates are strictly not permitted to leave the hostel (to go home or outing) after 07:00 pm. In case of emergency parents should accompany the inmates.
3. The mobile phone timings: 05.00 pm to 08.30 pm.
4. Staff members / students are not permitted to be the guardian for the inmates.
5. In the data sheet of the student, declaration should be signed only by the parents. Guardians are not permitted to sign. Scanned copy of the data sheet will be sent to the parents who are in the foreign countries, in which they will sign and send it back to the Chief Warden.
6. Parents of all the inmates including new inmates should sign in the data sheet in the presence of Chief Warden.
7. Grievances should be brought to the notice of the Wardens, Deputy Chief Warden, Hostel Committee member or the Chief Warden immediately.
8. The inmates are instructed to get the written permission from the Chief Warden to use the electronic gadgets like laptops, iron box, kettle, heater etc.
9. The parents should permit only two visitors for their ward by mentioning the relationship with the ward.
10. Visitors will be provided with Visitors pass at the main gate and verified at the Hostel gate. Visitors without Visitors Pass shall not be permitted to meet the inmates.
11. Dress code should strictly be followed - inmates are not permitted to come out of the hostel in casuals'
12. Study Time is between 09.00 pm to 11 .00 pm. Wards are not permitted to use mobile phone during study hours. ,
13. Inmates shall not be permitted to go out of the hostel without producing a letter of evidence in the absence of the parent or guardian.
14. All the inmates are advised to plan their travel to home in advance to avoid the last minute tension. The permission letters should get from the Class coordinator, Principal, Deputy Chief Warden, and Chief Warden. Parents should inform the Class coordinator about their ward's leave request.
15. In case of emergency (hospitalization and death) wards should get permission from Warden or Deputy Chief Warden and the parents should intimate the same to the Warden or Deputy Chief Warden.
16. Those who go home alone they should have permission letter from the Chief Warden / Deputy Chief Warden along with their parents' acceptance letter to send their ward alone (only on unavoidable circumstances). The students should have a Photostat copy of the same to show at the main gate. If she fails to furnish these details she may not be permitted to leave the hostel' When the wards are going with their parents / guardian they should get the permission from the concerned Principal or authorized staff and Chief Warden / Deputy Chief Warden.
17. The permission letter for going home for vacation should be duly signed by the College Principal or the person deputed by the College Principal. Without which the inmate may not be permitted to go.
18. First year students should be accompanied by their parents or local guardian to go home and outing.

19. Parents should give proper number for communication (mobile number). If there is any change in the number parents should intimate the same to Warden and Class coordinator as early as possible.

20. Students are not permitted to stay in other's room without wardens' knowledge.

21. It is the responsibility of the students to keep their properties (Laptop, Phones, Cash, and Ornaments etc) safely. Management has no responsibility.