

## **Agnel Charities**

**Fr. C. Rodrigues Institute of Technology, Vashi, Navi Mumbai, Maharashtra**

### **Code of Conduct for Students**

#### **General**

1. Wearing I-Cards on Campus is compulsory.
2. Reporting on time for morning assembly is a must.
3. Decency in dress code must be observed.
4. Ragging in any form is forbidden within or outside the premises of the institute.
5. Possession/consumption/distribution of alcoholic drinks and drugs is prohibited inside the campus and during official/academic visit outside the campus.
6. Misbehavior towards girls /boys students, use of threat or violence against members of the staff or fellow students will be considered as a very serious case of misconduct. Strict action will be taken against such misdemeanors.
7. Usage of internet facility is strictly for academic purposes. Misuse of this facility will lead to disciplinary action.
8. Students should not communicate any information or write about any matter concerning the Institute to the press or any other external agencies without obtaining prior permission of the Principal of the Institute.
9. Student cannot post derogatory comments about other individual from the institute on the social media. Indulging in any such activity lead to grave ramification.
10. Punctuality, discipline and adherence to deadlines in every respect is expected.
11. Cleanliness should be maintained in classrooms, Computer Labs, Library and Institute premises.
12. Damage to or destruction of any property of the institute or people associated with the institute is prohibited. Miscreants will be severely punished.
13. In case of events of academic activities like seminar, paper presentation etc...which take place outside the Institute, attendance will be granted, upon prior approval of the coordinator.

#### **During Academic Activities**

1. The students are expected to be in the class 5 minutes before the scheduled time of the session.
2. Minimum of 75% of attendance of lectures and practical session is mandatory.
3. Use of cell phones in the class rooms / laboratories / seminar hall for speaking, texting, etc... is strictly prohibited.
4. Academic decorum such as discipline, silence, courtesy, respect etc. must be observed in the class.
5. Students are not permitted to enter or leave the class during the session without the consent of the faculty.

6. When the session is in progress, consumption of eatables/ beverages is strictly prohibited in the class.
7. Students are not permitted to either audio or video record of lectures in class rooms / laboratories / seminar hall without prior permission.
8. Students should take care of the belongings of the class room like projector, CPU and its accessories etc.
9. Plagiarism in any manner will lead to disciplinary action.
10. Forging of signature in attendance sheet, journal etc.. will lead to disciplinary action.
11. Disciplinary action will be taken against the students if they come to the Institute in a preplanned uniform attire to draw attention leading disturbance to others.
12. Leave note is mandatory during the absence of students. In case the leave is due to medical reasons, the student is required to submit a medical certificate along with the leave note.
13. Mass Bunking is strictly prohibited, action will be taken against the same.
14. Those students who wish to work late night in the laboratory/project related activities should take prior permission of the concerned people and be responsible for the security and safety of the lab

## **During Co-curricular and Extra-curricular Activities**

### **• Organizing Committee**

1. Honesty and Integrity is necessary in organizing any event.
2. All the participants and organizers of co-curricular and extra-curricular activities should demonstrate self-control and respect for others.
3. No event can be planned without prior approval.
4. No approved event can be scrapped without the permission of the higher authorities.
5. Expenditure for any event should be as per the budget provision.
6. All funds accrued from registration / sponsorship should be deposited to the respective account.
7. All events should get over by 7:00 pm.
8. Three closed quotations need to be collected for any expenditure of Rs. 10,000/- or more.
9. Requirements for quotations should be prepared and communicated to the vendor clearly.
10. All participants of the event should be treated equally by the organizers without bias or prejudice.
11. All participants and Organizers are required to follow the instructions given by the teacher Coordinator, H.O.D./ Senior faculty strictly.
12. In case of conflict the issues must be brought to the notice of higher authorities.

### **• Participants**

1. Registration should be done well in advance / in time for the events which are mandatory in nature.

2. All those who are participating and organizing on the co-curricular / extra-curricular activities should demonstrate self-control and respect towards others.
3. All sports events should begin with greeting each other and end with congratulating to the winning team.
4. In all sports events, the decision of the officials should be final and should be respected by all.
5. Accept victory with grace and defeat with dignity.

## **During Examination**

1. Students should be present inside the examination hall 10 minutes prior to the commencement of the examination.
2. Hall tickets and ID cards are compulsory to enter the examination hall.
3. Books/Notes and all study material should be kept away as instructed by Supervisors/Invigilators.
4. Nothing should be written on the question papers.
5. Any behaviour or activity, which causes inconvenience or disruption to other examination candidates, is not permitted. Please avail of the toilets before entering the Examination Hall.
6. Communicating to other students while in examination hall is not permitted.
7. Exchange of pen, pencils, drawing instruments, calculators, data books are not permitted.
8. Any piece of paper near to their seat shall be reported to the supervisor.
9. Any unfair means of materials are strictly prohibited such as,
  - i. Possession of mobile phones and written materials
  - ii. Writing on any body part, scale, calculator, question paper etc.
  - iii. Exchange of answer books or Question paper.
10. Should not leave exam hall without handing over the answer book to invigilators.
11. All rough work must be completed in the answer book and crossed out. Pages must not be torn from answer books to use for rough notes.
12. Students must ensure that any loose sheets/supplements/graph sheets are securely fixed to the answer book using the tags provided.
13. It is the responsibility of the student to ensure the front page of the answer book is fully and correctly completed.
14. Students will not be permitted to enter the Examination Hall after thirty minutes of examination time has elapsed
15. Students will not be permitted to leave the Examination Hall during the last 15 minutes of the Examination
16. Students must remain seated until their Answer papers has been collected by the Invigilator.

## **Central Library**

1. Students should wear identity card while using Library facilities.

2. Bags are not allowed in the reading area (both floors).
3. Students are not allowed to take reference section books with them.
4. It is not an open access library, so students are not allowed inside the issue section.
5. Students should not talk/discuss loudly in library premises; **silence must be maintained.**
6. Use of mobile phones is strictly prohibited in library.
7. Students have to be polite with library staff. Any argument with the staff will invite punitive action.
8. Any kind of mishandling of Library infrastructure will invite strict punitive action.
9. Students should not keep any valuables in their bags at the baggage counter. Library staff will not be responsible for any loss/damage/exchange.
10. Book borrowing timelines must be followed. In case of delays, payment of fine on time will avoid inconvenience.
11. Books have to be replaced if they are returned in damaged condition.
12. In case of lost, students have to comply with the library policy of paying fine or replacement as per the decision of the Librarian.
13. Any kinds of book requests must come through teachers of the department.
14. Students are encouraged to give suggestions for shortage of any book to the circulation staff who have to keep a record.
15. Use of multimedia PCs is allowed strictly for academic purpose.
16. Any kind of unauthorized downloads/browsing/chats/storage will invite strict punitive action.
17. Use of pen drives is restricted and is allowed with prior permission.
18. Use of printing facility is restricted only for academic purpose at the rate fixed by the Librarian.
19. The LAN cables/printer interfaces/keyboard cables/mouse cables etc should not be removed or manhandled.

## **Training and Placement**

The code of conduct for the training and placement students is applicable in two aspects in below mentioned points. The first aspect involves conduct of students during the training and registration for placement process. The second aspect involves the conduct of students during campus placement process.

### **• During Training and Registration Process**

1. Candidate should follow all the instructions provided by the Training and Placement Cell (TPC).
2. It is mandatory for students to register for the company to participate in the placement process of the company. Any Student not registered is not eligible for Placement opportunities.

3. Students interested in going for higher studies can give undertaking during registration process and request the TPC to not to register for the placement process.
4. Students have to provide their authentic personal details for completing registration in the placement portal. Attempts to deceive this will result into debarring from the placement process.
5. Attendance for the training sessions is compulsory and students having less than 75% attendance will be issued a warning. Further continuing of defaulter will result into debarring from the placement process.

### • **During Campus Placement Process**

1. Students have to follow guidelines as mentioned in the placement policy during orientation program at the beginning of academic year.
2. It is mandatory for all students appearing for any process of campus drive to come in formals. Full Sleeve shirts, formal pants, formal shoes and well-groomed for gents. For Girls - formal clothes, no party wear.
3. 2 copies of resume and passport photos and pen pencil and calculator should be always available with the students appearing for placement process.
4. Students must keep their Identity Card with them at the time of Pre-Placement Talk (PPT) / Test /Group Discussion / Personal Interviews and produce the same when demanded by the visiting team or TPO staff.
5. Attendance in PPT is mandatory after registration, to be eligible for further placement process.
6. Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between the process, then he/she will be debarred and will not be allowed to appear in any other future placement event. Student has a fair chance to inform their decision of not continuing for the placement process to TPO, but final decision is with TPO.
7. All post job-offer communication between student and Company should be channelized only through the placement cell.
8. Direct communication with the company officials is Not Allowed.
9. For the Pool campus drives in other college or if the company conducts any round outside the campus, the students who have registered / selected should compulsorily participate in the process. Students remaining absent in such cases will be debarred for any further placement opportunities.
10. Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements.
11. If student is blacklisted, then he/she can approach placement committee to make formal request for removal from blacklist.
12. Students are also requested to forward contacts they have, if any, in different companies so that TPO may formally invite these companies for placement

