



Date 01/07/2021

Code of Conduct for Students (Revised)

Preamble: S. B. Jain Institute of Technology, Management, and Research, Nagpur is committed to excellence, fairness, accountability, and welfare of the students to make them good citizens and competent professionals. The code of conduct for students and employees is necessary to mark the boundaries of the behavior of everyone on the campus. The students are expected to read, understand, and comply with the institute's policy of code of conduct mentioned herein to maintain the discipline, dignity, and culture of the college.

1. The students shall be present in the classroom or in the laboratory and sit in a decent manner five minutes before the commencement of the class as per the timetable.
2. The first period shall always begin with the National Anthem played on the P.A. system when students must stand up in attention wherever they are till the National Anthem ends.
3. The student shall not enter nor shall leave the class when the faculty is teaching in the classroom.
4. Students shall not be permitted to leave the campus without a gate pass duly signed by the respective Head of the department during teaching hours which will have to be handed over to the security at the gate without which students will not be allowed to leave the campus.
5. As far as possible, students shall not ask for a break when the lecture is in progress.
6. Loitering, shouting, blowing whistles, making noise, use of abusive language or gestures in the corridors, are strictly prohibited and will be considered as misconduct and attract severe punishment.
7. Ragging is considered as a crime under the Anti-ragging Act and shall invite Police action including arrest, fine, and removal from the institute.
8. Ragging of fellow or junior students in the form of psychological, physical, or emotional harassment, eve teasing, and use of vulgar and abusive language is not the culture of the institute therefore, such cases will be dealt with seriously and will attract the strict punishment as per Indian Penal Code under the Act.
9. Misbehavior, threat, or violence against fellow students or any employee of the institute will be considered as an act of misconduct and shall be liable for punishment.
10. A minimum attendance of 75 % is mandatory to appear for semester examinations.
11. Participation in co-curricular, extra-curricular activities, games, sports, and intercollege competitions, shall be encouraged but will not be an excuse for lack of attendance.



12. In case of a major sickness, or emergency, students shall immediately communicate with the HoD and class teacher with details of the emergency.
13. Students shall submit assignments, attend webinars, seminars, and present papers, carry out projects, and case studies, as per the directives given by concerned teachers. Plagiarism is strictly prohibited.
14. Appearing for internal examinations shall be compulsory. In case of absence, students shall be marked as absent in the list of internal marks and will be given zero marks.
15. Students shall act and comply with the requirements according to the notices displayed on the notice boards from time to time.
16. College uniform is an integral part of the code of conduct without which entry inside the college premises will not be allowed. Shoes and ties are a must for boys and girls except on the occasions on which casual dress is allowed. Wearing slippers/chappals should be strictly avoided.
17. Students must attend the college functions in the approved uniform of the college.
18. Chewing gum, tobacco, betel, smoking, narcotics, or alcohol is strictly prohibited.
19. Wearing dresses against the culture of the institute is strictly prohibited.
20. Any act of disrespect, rude, and arrogant behavior with anyone in the institute shall be dealt with strictly.
21. Students will not fall prey to any negative propaganda, rumors, and vicious campaigning. They will always uphold the spirit of education and brotherhood with each other.
22. Political activity in any form is not permitted on the college campus. Unauthorized meetings, processions, and unauthorized fund collections are forbidden within or outside the college.
23. Use of mobile phones shall be strictly prohibited in classrooms, laboratories, libraries, computer centers, exam halls, etc. Ringing of mobile phones shall invite immediate action of confiscating the mobile phone immediately.
24. Misbehavior, habitual late coming, disobedience, absenteeism, and using unfair means in the examination shall be considered to be serious offenses and shall invite punitive action.
25. Students should wear their I-card every day and shall produce it as and when demanded by the college authorities or by security staff.
26. Students should strictly follow the rules and regulations of the department, library, and laboratories.
27. Tearing of pages or writing on library books will be viewed as an act of misconduct.
28. Theft or willful damage caused to institute property is a serious offense. The student will not only have to compensate for the damage but will also face disciplinary action.
29. Writing slogans, comments, or pasting handbills, printouts, etc. on the desk or on the walls, or on cupboards is not permitted.



30. Burning of firecrackers in the college is not permitted.
31. Students should keep their classroom tidy and switch off lights and fans when not required.
32. Viewing undesirable websites on campus shall be dealt with very strictly.
33. Students shall sit starting from the front benches. Leaving the front benches empty and sitting on the back benches shall be considered willful misbehavior.
34. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy their seats 10 minutes before the commencement of the examination.
35. Any violation of the above rules will be dealt with seriously, including being placed on the blacklist.
36. Students of the institute shall not invite friends from other institutions or outsiders to the college, particularly during college functions.
37. Taking out rallies within the campus is prohibited.
38. Students coming to the college by two-wheelers must have valid driving licenses and must wear helmets.
39. Riding with more than one pillion rider shall be prohibited. Two-wheelers should be parked in systematic order at the parking place specified.
40. Punishment can be any of the following for prohibited behavior:
 - a) First warning to students and parents
 - b) Tendering written apology with a commitment not to repeat.
 - c) Counseling to students and parents
 - d) Second warning
 - e) Imposing fines from Rs. 500 to Rs. 5000
 - f) Forfeiting tools used in violating the code of conduct
 - g) Non-evaluation of the course for malpractice used in the examination
 - h) Suspension from the class for a specific period
 - i) Suspension of privileges such as the use of the library, computer center, participation in inter-collegiate competition
 - j) Making students ineligible for placement assistance
 - k) Rustication from the Institute

The Principal reserves the right to impose any punishment that he feels fit.


Dr. Sanjay Badjate
Principal

Principal

S. B. Jain Institute of Technology,
Management & Research,
Nagpur.