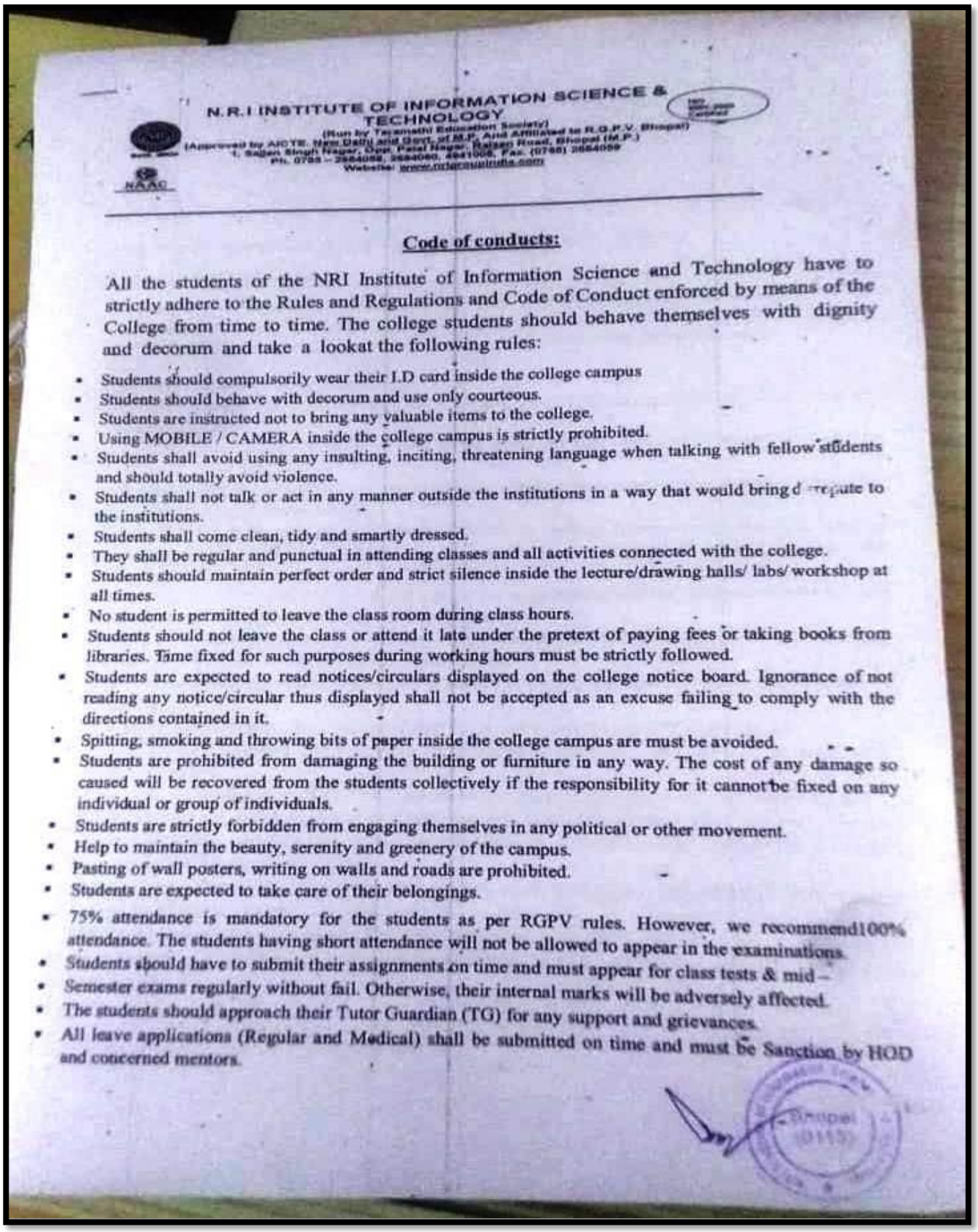
NRI Institute of Information Science and Technology (NIIST), Bhopal

Approved by AICTE, Affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Code of ethics policy documents



N.R.I INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY
(Run by Taramathi Education Society)
(Approved by AICTE. New Delhi and Govt. of M.P. And Affiliated to R.G.P.V. Bhopal)
1, Sajjan Singh Nagar, Opp. Patel Nagar, Raisen Road, Bhopal (M.P.)
Ph. 0755 – 2684058, 2684060, 4941005, Fax. (0755) 2684059
Website: www.nrigroupindia.com
NAAC

Code of conducts:

All the students of the NRI Institute of Information Science and Technology have to strictly adhere to the Rules and Regulations and Code of Conduct enforced by means of the College from time to time. The college students should behave themselves with dignity and decorum and take a lookat the following rules:

- Students should compulsorily wear their I.D card inside the college campus
- Students should behave with decorum and use only courteous.
- Students are instructed not to bring any valuable items to the college.
- Using MOBILE / CAMERA inside the college campus is strictly prohibited.
- Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should totally avoid violence.
- Students shall not talk or act in any manner outside the institutions in a way that would bring d repute to the institutions.
- Students shall come clean, tidy and smartly dressed.
- They shall be regular and punctual in attending classes and all activities connected with the college.
- Students should maintain perfect order and strict silence inside the lecture/drawing halls/ labs/ workshop at all times.
- No student is permitted to leave the class room during class hours.
- Students should not leave the class or attend it late under the pretext of paying fees or taking books from libraries. Time fixed for such purposes during working hours must be strictly followed.
- Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- Spitting, smoking and throwing bits of paper inside the college campus are must be avoided.
- Students are prohibited from damaging the building or furniture in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- Students are strictly forbidden from engaging themselves in any political or other movement.
- Help to maintain the beauty, serenity and greenery of the campus.
- Pasting of wall posters, writing on walls and roads are prohibited.
- Students are expected to take care of their belongings.
- 75% attendance is mandatory for the students as per RGPV rules. However, we recommend100% attendance. The students having short attendance will not be allowed to appear in the examinations.
- Students should have to submit their assignments on time and must appear for class tests & mid –
- Semester exams regularly without fail. Otherwise, their internal marks will be adversely affected.
- The students should approach their Tutor Guardian (TG) for any support and grievances.
- All leave applications (Regular and Medical) shall be submitted on time and must be Sanction by HOD and concerned mentors.

Tutor Guardian System

- To acclimatize the new students to the campus life in NIIST
- To provide academic Counseling
- To enlighten the students on professional ethics and conduct
- To ease the trauma of transfer to a new place
- To communicate with the ward's parents
- Providing emotional support to students on individual basis.
- Helping students overcome home sickness.
- Establishing rapport between teachers, student & parents.
- Monitoring attendance and behavioral aspects of every student.
- Identifying weak areas and working out remedies helping students thereby taking their complete care.

Parent's contribution

- Respect the caring ethos of the college by conducting themselves in a respectful and orderly manner whenever on the College campus or when representing the college off- campus.
- Treat all members of the community with respect by using appropriate language and a dignified tone when speaking with others.
- Support and help your child to observe college, Rules and regulations, including protecting the college's equipment, property and good name.
- Communicate promptly, honestly and openly about your child and utilize the communication channels provided by the College
- Schedule to meet teachers or faculty members outside of class hours to avoid disruption of regular classroom activities.
- Seek to clarify a child's version of events with the college as part of a peaceful resolution process.
- Correct any child in your care if their actions could lead to conflict, aggressive or unsafe behavior.
- Seek information and raise concerns directly with the college through the appropriate channels.
- Promptly report your child absence or late arrival.
- Follow the instructions of the college security guards, staff and traffic attendants at all times.
- Encourage your wards to be regular in class and counsel him to avoid French leave.
- Discourage them to use precious gadgets in college premises.
- Motivate your Ward's to participate in co-cullar activities.
- Please check periodically if your child has deposited fee on time Or not.

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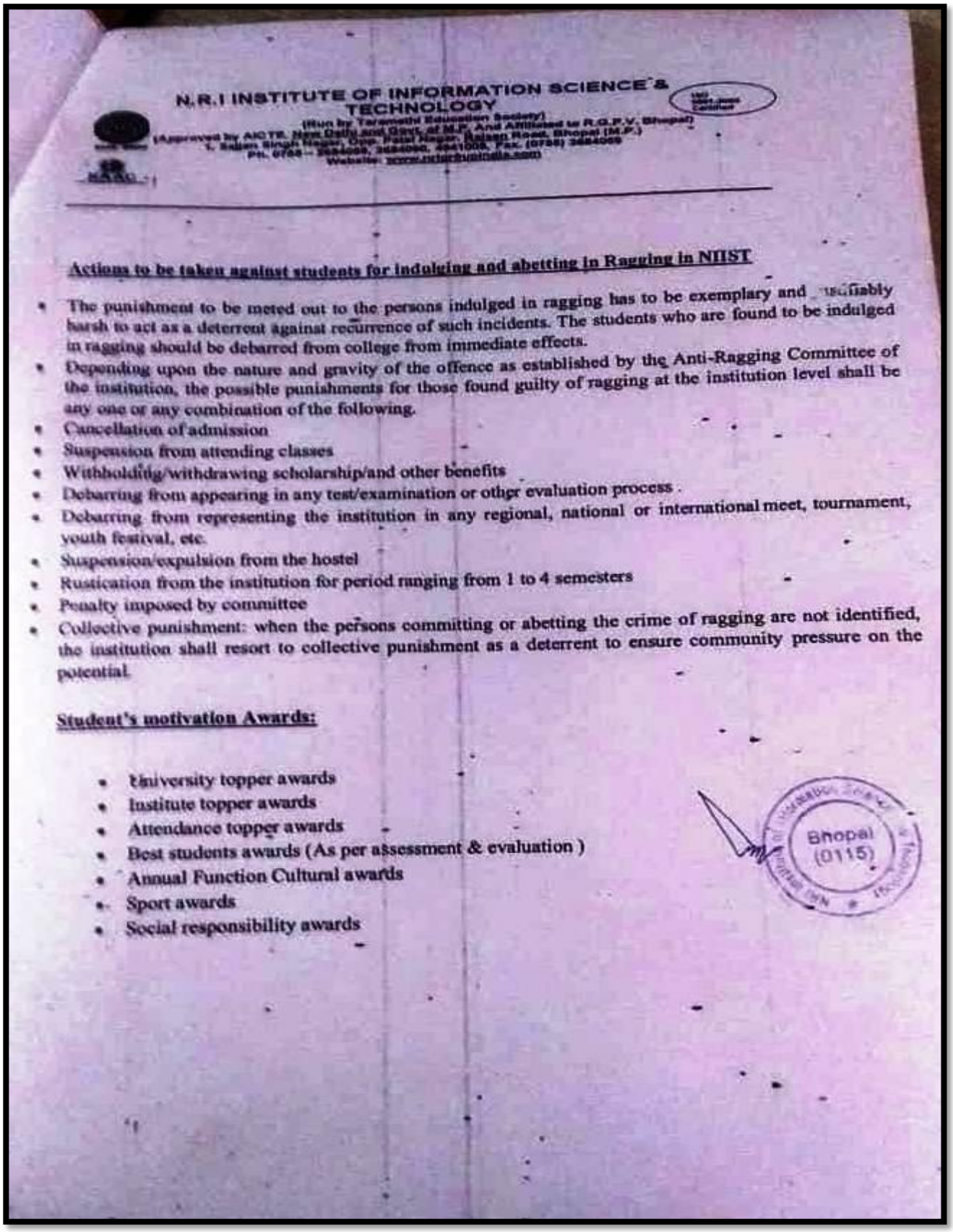
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- Application for medical leave shall be accompanied by valid medical Certificate.

Code of Conduct for Teachers:

- The passion of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A teacher has to lead by example and his / her conduct in a school environment has great impact on students. As responsible, educated adults, teachers need to shoulder certain norms.
- Keeping this in mind it is expected that No teacher shall…
- Knowingly or willingly neglect his/her duties.
- Discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.
- Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.
- During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the Head of Institution.
- Remain absent from the college without sanction of leave or without previous permission of the head of the Department/Principal. You cannot leave the country without prior sanction from the competent authority.
- Leave cannot be claimed as a matter of right. When the exigencies of college service so require leave of any kind may be refused or revoked by the management.
- Accept any remuneration related job from any source other than the college or give private tuition to any student or other person or engage him/her in any business.
- Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.
- All teachers are responsible for maintaining their Class Attendance Register, CCF, lecture plan
- And Examination Registers. For any loss of the same, the accountability rests solely in the hands of the respective teachers.
- All teachers are requested to get their CCF signed every fortnight and Lecture plan every week.
- All the teachers are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the college administration.
- Teachers, especially those who are using their private mode of transport are required to leave from the college only after the departure of all students.
- Mobile phones are strictly not permissible in the Classrooms, Labs and Corridors.
- Non-compliance or violation of any of the above mentioned rules can lead to appropriate action being taken against.

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Actions to be taken against students for indulging and abetting in Ragging in NIIST

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and suitably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from college from immediate effects.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/and other benefits
- Debarring from appearing in any test/examination or other evaluation process .
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Penalty imposed by committee
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential.

Student's motivation Awards:

- University topper awards
- Institute topper awards
- Attendance topper awards
- Best students awards (As per assessment & evaluation)
- Annual Function Cultural awards
- Sport awards
- Social responsibility awards

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