



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA

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Code of Conduct Policy

Name of Policy		Department responsible	All Department
	Code of Conduct	Prepared by	Prof. Sunanda Kumar Sahoo
	Institute Level	Checked by	Prof. (Dr.) S. S. Singh
Effective date	05/07/2018	Approved by	Principal
Revised date	06/07/2023		
Number of pages	01-04		

Policy Statement

Gandhi Institute of Technology & Management, Bhubaneswar strives to uphold its core values and inculcate in students a culture of being honest and transparent in their personal and professional life, respectful of the opinions and beliefs of others, practicing their profession with conscience and dignity, and making their contributions to the society with accountability and commitment.

Objectives

The purpose of this document is to provide the code of conduct and ethics for students of Gandhi Institute of Technology & Management, Bhubaneswar. All students are expected to be aware of this code and abide by it to enable Gandhi Institute of Technology & Management, Bhubaneswar to meet its own clearly stated objectives, standards and performance targets within a supportive environment.

Responsibility

Management, Principal and the faculty, related Committees

Code of Conduct

Discipline in both personal and professional matters, is essential for the success of a technocrat/professional. Orderly behaviour on campus will improve one's self-esteem and will help in having good inter-personal relations. The high level of discipline consistent with the superior standards of the Centres of Excellence in Higher Education shall be maintained on the campus. The following guidelines on conduct will help in maintaining discipline on campus and they shall be adhered to by all.

Rules and guidelines

- All students are expected to follow Courteous behaviour, an essential ingredient of Professional Competence. Dishonesty, obscenity in word or act or any other acts of misconduct will invite disciplinary action.
- Students shall wear the prescribed uniform whenever on the campus.
- Students shall wear the ID cards while on the campus.
- Students should not loiter in the corridors or on the campus during class hours. They should make use of their free time by using the Library, Computer facilities or other facilities for extra-curricular activities.
- Habitual negligence of College work, absence from internal examination, non-submission of assignments, frequent absence from classes, etc., will be reported to the parents and if not corrected, may lead to discontinuance from the program.
- Students, if they have any grievance and personal problems shall bring to the notice of the mentor or the College authorities; but should not have recourse to collective complaints or petitions to anybody within or outside the College.
- Students are forbidden from attending or organizing any meeting in the College or in its premises or collecting money for any purpose without the permission of the Management.
- Political activity in any form, under any banner is not permitted inside the campus.
- Wilful damages to property and equipment will have to be compensated for. Pasting of posters and notices on walls or disfiguring the building and campus, in any form are forbidden.
- Students organizing tours on their own accord without permission and teachers accompanying them is banned. Any act contrary to this rule will invite strict disciplinary action against them.

5. Breach of Code of Conduct

Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Principal/ HODs or a relevant Committee. Based on the preliminary investigation the following actions should be taken:

- a. Dismiss a complaint.
- b. Impose any penalty permitted by the rules of the institution.
- c. Refer the complaint to the Principal/College Council accompanied by a written report for further decision.
- d. Issue a caution which shall not be recorded on the student's record.
- e. Issue a reprimand which shall be noted against the student's record in the registry and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.
- f. Refer the matter to the police or other authorities if necessary.

6. Appeal

- a. The student has a right of appeal against the decision of the nominee/Committee.
- b. A student may appeal, in writing, to the Principal/ HODs against the decision of the nominee/Committee.
- c. The decision of the Principal/HODs will be final in this regard.

Prevention of Ragging

Prohibition by law

Ragging, in any form is prohibited by law. The Govt. of Odisha / AICTE/ BPUT/SCTE&VT has banned ragging in Educational Institutions / Hostels vide the Odisha Prohibition of Ragging Act 1998 Section 3 which makes ragging punishable according to rules and regulations framed by the authorities time to time.

Anti-ragging Committee and Anti-ragging Squad

In compliance with the AICTE regulations Anti-ragging Committee and Anti-ragging Squad have been constituted to prevent the menace of ragging. The squad conducts frequent patrolling in the common areas of the campus and maintains vigil to prevent the occurrence of ragging. The squad will also have the responsibility to investigate incidence of ragging, if any.

Rules and guidelines

Students shall not indulge in any of the following activities, which are treated as ragging:

- Any act that prevents, disrupts or disturbs the regular academic activity of a student.
- Exploiting the service of a junior student by a senior student or a group of senior students.
- Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations.
- Any act of physical abuse including all variants of it: annoying, playing, practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures.
- Any act of abuse by spoken words, emails, SMS or any other means.
- Any word or act that causes hurt to the dignity of the individual.
- Entering without permission any class other than the one assigned to a student.
- Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna, etc.

Reporting Cases of Ragging

The complaints or information with regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the Principal, HODs or any of the members of the Anti-Ragging Committee. All complaints/information received shall be kept strictly confidential. In the event of a student being booked in a criminal offence and being suspended from the College, he/she

will be re-instated only after his/her obtaining clearance certificate from the Police Officer concerned.

Sexual Harassment

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

Professional Ethics and Academic integrity

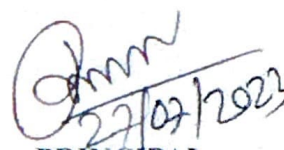
As an institution with a vision to mould professionals as epitomes of noble values, the Institute gives importance to professional ethics and is committed to fostering a vibrant learning environment based on the principles of social commitment. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of academic work. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. It is expected that the students adhere to the ethical standards.

Rules and guidelines:

- The student properly acknowledges and cites use of the ideas, results, material or words of others.
- Makes sure that all work submitted in a course or other academic activity, as his or her own, is produced without the aid of impermissible materials or means.
- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

Related Records

- Investigation Report
- Minutes of Meeting


22/02/2023
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GANGAPADA, BHUBANESWAR