

Standard operating procedure For Use of Mobile Phones

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❖ Title: Use of Mobile phones in Campus

Purpose:

- To strengthen the teaching and learning environment.
- To increase concentration of staff / students on their assigned job /study.
- To avoid disturbance to work and teaching / learning environment.



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❖ Prohibited Uses

At the workplace during work hours, Staff and Students are expected to focus on work and must not use any device for any purposes, such as:

- Use of mobile phone/ iPod in the campus and the institute as whole and especially academic areas like classrooms, laboratories, workshop tutorial rooms, Conference hall, Library.i.e. Campus as a whole. (Engaging in personal conversations / Playing games / Surfing the internet/ SMS receiving or mailing / Calls during the lecture session / work session etc. are strictly prohibited.)
- Mobile phones must be kept on silent mode.
- Inappropriate use of communication devices at work causes disturbances due to distract and interference in proper and safe use of equipment or machinery.



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❖ **Devices Covered:**

The devices covered by this policy are all type of mobile phones, text pagers, two-way radios, tablets and all other wireless devices, whether owned by the Institute or the individual worker or student.



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❖ **Persons Covered:**

This Policy applies to all Staff and Students, contractors, consultants, temporary workers and visitors at the Institute including all personnel affiliated with third parties working at Institute.



❖ Cross References:

Permitted Uses:

- Faculties can receive /make calls in their respective cabins in case of emergency only.
- Students can use their mobile phones in the non academic areas like open spaces, play ground, canteen, and hostels. Without disturbing the concentration of work /study atmosphere.
- Mobile phone should be on silent mode; but may be used in Corridors, passage etc.
- On silent mode; but not to be used / answered in Classrooms, Laboratories, Tutorial rooms, Conference Hall.
- On any mode; may be used in non academic areas like open spaces, play ground, canteen hostel.



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❖ **Responsibility:**

Violations:

- Teachers must detain persons violating the policies for non use of mobile phones.
- The registrar will take the effective action for non-teaching staff contractor, consultants, Temporary/ contractual workers and visitors at the Institute.
- If anybody found violating above guidelines, he/she shall be imposed a fine of 100/- per occasion.
- If any student found violating above guidelines more than twice, he/she shall be imposed a fine of 100/- and Phone will be kept in the safe custody of HOD till the completion of the course and a letter of apology with an undertaking will to be taken from the student immediately after the detention of the phone.

