CODE OF CONDUCT

DISCIPLINE COMMITTE

DISCIPLINE FOR STUDENTS:

Students seeking admission to GIT as well as existing students should give an undertaking countersigned by their parents, promising to abide by the guidelines of discipline. Some of the guidelines are as under:

- Within and outside the premises of the college, all the students should conduct themselves in a manner befitting the great tradition of the college.
- The students should not indulge in any kind of activities which are likely to bring down the prestige and traditional image of the College.
- The students should show due respect and courtesy to the teachers, administrators, officers, employees and others associated with the college and maintain cordial relationships with fellow students.
- Ragging of junior / fellow students, Lack of Courtesy to others, Indecent behaviour within and outside the college, wilful damage and thieving of college property and of fellow students, unruly behaviour causing disturbance to fellow students, hacking in other's computers and cyber related crimes, malpractices in examination, plagiarism, (these are all illustrative and not exhaustive) and any other acts of omissions and commissions.... shall constitute gross violation of the code of conduct and liable for invoking disciplinary measures.
- Students are advised to wear a uniform prescribed by institute only.
- Students are advised to attend all the classes regularly from the start of the academic session.
- Smoking, use of alcohol, use of hallucinogenic drugs and narcotics consuming is strictly prohibited in the campus.
- Students should not misuse facilities in the campus.
- Students coming by two wheelers should compulsorily wear helmets and possess a valid driving license.
- Students should park their vehicles in parking area only keeping the convenience of others also in mind.
- Use of Mobile phones is strictly prohibited inside the campus.
- Ragging in any form is strictly prohibited and is considered a serious offence as per the order of the Honourable Supreme Court of India.
- Commensurate with the gravity of the offence, the punishment includes reprimand, fine, expulsion from the hostel / college, debarment from examination, suspension from the college and handing over the case to the law enforcing authorities of the Government.
- Malpractices committed in Examinations by the students, shall be viewed seriously and attract various penalties which include fines, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the staff / squad, shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment will be binding on the students.

FOR FACULTY AND ADMINISTRATION

This policy applies to all our employees regardless of employment agreement or rank.

POLICY ELEMENTS

Institution employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

- **Compliance with law**

All employees must protect the Institution's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our Institution's finances, products, partnerships and public image.

- **Respect in the workplace**

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

- **Protection of Institution's Property**

All employees should treat our Institution's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse **Institution's equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees should protect Institution facilities and other material property (e.g. Institution cars) from damage and vandalism, whenever possible.

- **Professionalism**

All employees must show integrity and professionalism in the workplace:

- **Personal appearance**

All employees must follow our dress code and personal appearance guidelines.

- **Corruption**

We discourage employees from accepting gifts from st eholders.

- **Job duties and authority**

All employees should fulfil their job duties with inte rity and respect toward stakeholders and the community. We expect them to delegate dut s to their team members taking into account their competencies and workload. Likewise we expect team members to follow supervisor's instructions and complete their duties wit kill and in a timely manner.

- **Absenteeism and tardiness**

Employees should follow their schedules. We can mak exceptions for occasions that prevent employees from following standard working hours r days. But, generally, we expect employees to be punctual when coming to and leaving om work. Penalties would be allotted for late comings, early going, mis-punch etc.

- **Conflict of interest**

We expect employees to avoid any personal, financi or other interests that might hinder their capability or willingness to perform their job duti .

- **Collaboration**

Employees should be friendly and collaborative. They iould try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All employees must be open for communication with heir colleagues, supervisors or team members.
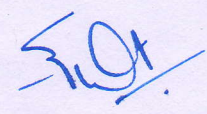
- **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our institution offers.

- **Policies**

All employees should read and follow our institution policies. If they have any questions, they should Human Resources (HR) department.

Chairmen, Discipline Committee

Principal
Principal
GHARDA INSTITUTE OF TECHNOLOGY
A/P. Lavel, Tal. Khed, Dist. Ratnagiri.
Pin 415 708, Maharashtra State