



# PRAGNA PEETHAM IAS TRAINING CENTRE

**CODE OF CONDUCT FOR THE STUDENTS**

## **CODE OF CONDUCT FOR INSTITUTE**

- This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's interests or reputation.
- Students must not do anything that brings disrepute to the Institute and affects their credibility.
- He/she shall be regular and shall complete his/her studies in the Institute. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Director. As a result of such relieving, the student shall be required to clear pending hostel/mess and library dues.
- Students should not misuse the facilities and amenities made available to them.
- Intentionally damaging or destroying property of Institute or property of other students and/or faculty members must be refrained. Theft or unauthorized access to others resources is punishable.
- Any disruptive activity in a class room or in an event sponsored by the Institute will not be encouraged.
- Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. Therefore, all students must uphold academic integrity, respect all persons and their rights and property and safety of others.
- Students are expected to maintain high standards of morality, dignity, decency and values in public life.
- Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- Students are not allowed to organise meetings and processions without permission from the Institute.
- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute.
- Accepting membership of religious or terrorist groups banned by the Centre/Government of India must be avoided.
- Any unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy will be punishable.
- Use of harmful chemicals and banned drugs at the premises will not be allowed.
- Smoking on the campus of the Institute is not allowed.
- Students must avoid indulging in any form of harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition, etc.

## **CODE OF CONDUCT FOR HOSTEL**

- Hostellers must maintain discipline inside and outside the Hostel and University Premises.
- Hostellers must keep their University Identity Card always with them and show it to security personnel or any other authorities of Hostel/University as and when demanded.

- Hosteller must lock their room always, even when going out for short durations for security reasons.
- Hostellers are supposed to keep their rooms and apartments tidy, neat and clean at all times.
- Hosteller must dress appropriately when they are in hostel premises.
- Hostellers can lodge a complaint to the respective Warden for any maintenance work and share their problem(s) individually with the authorities.
- Hostellers must take special care of their mobiles and give their number to only authorized persons.
- Hostellers must keep their valuables and cash under lock.
- Hostellers must avoid wasting of electricity and water.
- Hostellers should switch off the fans and lights whenever they leave hostel room.
- Hostellers are advised to get duplicate keys made with the permission of the concerned hostel authority to guard against loss of keys.
- Hostellers must abstain from keeping or feeding pets of any kind in their room or hostel premises.
- Hostellers are not allowed to play or create disturbance in the corridors.
- Avoid getting involved in any un-lawful activity, violate any rules and regulations of the Hostel and University leading to un-becoming of a student.
- Hostellers must not hang their clothes other than in the designated place.
- Hire services of housekeeping staff for personal work even on payment basis is not allowed. However, in a few exceptional cases like illness, student can avail the same with the permission of the concerned hostel authority.
- Hostellers cannot bring extra furniture and/or fixture into the room except with the permission of the concerned hostel authority.
- To avoid steal, cheat or spread rumours. Never use things without the permission of the owner (fellow hosteller).
- Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from University.
- Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and University premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostels.

## **CODE OF CONDUCT FOR EXAMINATION**

- Admit card/Identity Card is compulsory to enter into the examination hall.
- Mobile phones/books/bags etc. are not allowed in the examination hall.
- Use or possession of mobile phones and equipment such as a scientific calculator during an examination will be treated as unfair means.
- Students must strictly follow the seating arrangement and are required to take the respective seat before 10 minutes of the examination schedule.
- Gossiping/talking will not be allowed in the examination hall. In case of repeated act, student will be expelled from the examination hall.
- Students found cheating in the examination hall, will be reported.
- Student's misbehaviour with faculty members/supervisors will be punishable.
- Exchange of pens/pencils/drawing instruments/calculators, tables, etc. are not allowed.
- Students must not write anything on tables and question paper except roll number on question paper.

- Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book.
- In case of any grievances regarding question paper, students can discuss with concerned faculty member after examination.

## **CODE OF CONDUCT FOR LIBRARY**

### **❖ Library users will**

- Comply with library and college policies.
- Present photo identification upon request.
- Leave the library at closing and limit use of the library to authorized areas only.

### **❖ Prohibited activities**

- Behaviour that infringes upon the rights of other library users or staff is prohibited. Prohibited activities and behaviour include, but are not limited to, the following:
- Making noise, including loud conversations, talking on cell phones, etc.
- Consuming food or beverages in the library.
- Refusing to show ID or submit possessions for inspection to library or security staff upon request.
- Defacing or damaging library materials including underlining, highlighting and writing, using paper clips, removing pages, taking pictures, or using security devices.
- Monopolizing, misusing, or damaging library furniture, building or equipment.
- Violating copyright or digital licensing agreements.
- Loitering, including refusing to leave the library promptly at closing.
- Denying others access to library materials through theft or deliberate misplacement.
- Using alcohol, tobacco or controlled substances.
- Selling, soliciting or petitioning in the Library; posting or distributing materials without permission.
- Bringing animals into the library.
- Exhibiting any threatening or intimidating behaviours, e.g., abusive language, threats of violence or harassment.
- Engaging in any sexual activities including, but not limited to: consensual touching, unwanted or inappropriate advances or touching, harassment or indecent exposure.
- Any conduct that constitutes a violation of government laws or the rules and regulations of the Institute.

## **CODE OF CONDUCT FOR COMPUTER LAB**

- Students must present their ID card each time they enter a computer lab. If they do not have their ID, or do not present it when entering the computer lab or when prompted by computer lab staff, they may be asked to leave the computer lab, even if they are using a computer.
- Students must carefully use all the infrastructural facilities provided in the computer lab and must not damage any property of the Institute.
- Attempting to damage or destroy information on the computers will not be tolerated.
- Students are expected to leave their computer workstation in the same condition as they found it. This includes putting chairs back in place and logging out when they leave.

- No smoking, drinking or eating is allowed in any computer lab. All open and unopened food, beverages and tobacco products are prohibited from entering the computer lab.
- Students must be considerate of other users. Privacy and concentration are important in computer labs. If anyone needs to talk to somebody, please do so in a way that does not disturb other users.
- Lab assistants are not allowed to interpret class assignments or help with students' homework. Lab assistants are there to assist in using the technology so that student may complete their work.
- The computer labs are an academic resource. As such, students need to respect the needs of others by not monopolizing the computers for non-academic use.
- Lab staff is not responsible for any belongings left in the computer labs. Students should take their belongings with them before leaving the lab.
- The computers in the labs have been set up in such a way as to be used by multiple people having differing needs. Students must not change or interfere with the configuration of the computers.
- Software downloaded from the Internet is not to be installed on any lab computer for any purpose.
- Documents should be saved to student network drive, to a flash drive or to a cloud storage account.
- Users are not allowed to print large quantities of flyers, banners or other distribution materials. If print jobs of this nature are required, one copy may be printed in the computer lab and copies will need to be processed through the Print Shop or an alternative printing facility.
- Sexual harassment of any type will not be tolerated in the computer labs. Examples of sexual harassment may include, but are not limited to: Sexual battery, displaying pornographic images, verbal harassment or abuse of a sexual nature, subtle pressure for sexual activity
- Students are responsible for reading and abiding by all signs posted in the computer labs.