



ASHOKA

INSTITUTE OF TECHNOLOGY & MANAGEMENT

GENERAL CODE OF CONDUCT

1. Dress Code:

Informal dress:

Blue or black plain jeans, college Tshirts + sports shoe with laces and socks

Formal Dress:

White shirt and grey trousers with tie and formal shoe with laces and socks

2. Reporting time of college:

8:50 AM

Departure time:

4:00 PM

Late comers will not be allowed in the campus.

3. **Ragging** in any form inside or outside the college campus and hostel is banned.

The student(s) found indulged in ragging of any student will be dismissed from the institute.

4. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the class room during class hours without the permission of the teacher. They are not permitted to go out during lunch break.

5. Students should go to cafeteria for refreshment in their lunch time only.

6. They should give due regards to all the faculties and staff in the campus and outside also. The students should stand up and wish the teacher when he/she enters the class.

They should take their seats only after the teacher takes his/her seat or instructs the students to do so.

7. They should wish all the teachers irrespective of their departments.

8. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises.

9. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.

10. Students are not permitted to entertain the visitors in the college during the working hours. They are strictly forbidden from receiving phone calls in the classroom.
11. Student should not enter the office room, staff room or computer lab without permission.
12. Class tests and pre university examinations are part of curriculum and student should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.
13. Eve-teasing is strictly prohibited & eve-teasers will be dismissed from the college. According to UP eve-teasing ordinance of 1998 whoever commits or participated or abets in eve-teasing, in or within the premises of any educational institutions, is liable for imprisonment for term which may extend to one year or shall be liable to a fine which may extend to RS.10000/- or both. **The girl student(s) can report to Internal Complaint Committee (Women Grievance Committee).**
14. Students coming by two wheelers are instructed to wear helmet. They should possess a valid driving license. The vehicle must be parked in the allotted space only.
15. Unnecessary roaming in the campus and sitting in the garden is not allowed during classes. If he /she is caught they are liable to punishment.
16. The students have to maintain 100% attendance in theory and practical classes as well.
17. The minimum attendance required to appear in AKTU exam and Class Test is 75%. On medical grounds no relaxation can be given in attendance criteria by university.
18. Any student (especially girl students) facing the problems of caste, religion, color-based discrimination, abusive & foul language must report to Chief Proctor, Dean discipline, Director of the institute immediately through proper channel.
19. Students must abide by the rules and regulations in force as well as other rules prescribed by the college from time to time. Thus, in the interest of the students, strict discipline has become the watch word of the college.
20. Students who do not follow the college rules and regulations will be expelled from the college.



(DR. SARIKA SHRIVASTAVA)
DIRECTOR