



**Gopalan College**  
of Engineering and Management  
ISO 9001 : 2008

**HAND BOOK**  
**CODE OF CONDUCT**

## **CODE OF CONDUCT AND DISCIPLINE - STUDENTS**

1. The students are advised to keep themselves aware of the Institute rules. Ignorance of rules shall not be an excuse for violation.
2. Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious Institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors and good behaviour to fellow students.
3. Lack of courtesy and decorum: wilful damage to Institute property, removal of any property belonging to the Institute, fellow students and use of abusive and offensive language: disturbing fellow students in their studies, adoption of unfair practices in tests, quizzes, assignments or examinations, noisy and unruly behaviour shall constitute violation of the code of conduct.
4. Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
5. Students are required to be dressed neatly and decently.
6. Use of cell phones is strictly prohibited in all academic areas of the campus. Use of cell phones would entail confiscation of the handset. It would be returned only. a) At the end of the course or b) After payment of a fine of Rs. 1000/-.
7. Late coming to class are recorded as absence from the class. Students are not allowed to leave the Institute during working hours without the written permission of the mentor/ HOD and Principal.
8. A student neglecting his/her studies and having unsatisfactory progress will be given two warnings after which if he/she fails to improve, he/she will be liable for expulsion from the Institute.
9. It is compulsory for the students to attend functions/activities organized by the Institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether

the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.

10. Students are prohibited to take part in political activity or any activity which is detrimental to the dignity of the Institute.
11. Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/hostel room, lab etc.
12. Students must display on person their identity cards always, show the same on demand by any faculty/official of the Institute.
13. Candidates have to fulfil the minimum attendance requirements as per university norms. No students will absent himself/herself from any of the lectures. Without leave having been obtained previously from the Class In charge and that too for sufficient cause and if he/she is irregular in attendance, or fails to show progress or is not diligent in studies, his/her name is liable to be struck off from the rolls of the Institute. In case of a candidate who joined late owing to late declaration of result or who sought admission provisionally till declaration of the lower examination, the lecture requirements will be calculated as per academic rules and provisions.
14. The students are advised to see regularly the notices displayed on the Institute/Hostel notice boards. The notices displayed on these notice boards shall be deemed to have been served on the students.

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## **CODE OF CONDUCT - FACULTY AND ADMINISTRATION**

All faculties are expected to work with high standards, initiative, efficiency and economy. Faculties should diligently and faithfully do the work that may be assigned to them by their superiors.

All the faculties have to devote their entire time to the work assigned to them and will not undertake any work or business, honorary or with remuneration except with the written permission of the management in each case any contravention shall attract termination of service without any notice or compensation.

In addition to teaching, faculties will be required to take active interest and participate in the development processes at Gopalan College of Engineering and Management, Bangalore, including seminars, workshops, research and publications, nurturing of institute industry interface and other academic and administrative activities.

Faculties shall not divulge to any person except with the specific authority of the management, any information regarding the activities, technical know-how, security and administrative arrangement, organizational matters and any information regarding the “Gopalan foundation and its Associates” operations which may be the privilege to know by virtue of faculty employment with foundation. It is obligation of the faculty to keep such information confidential and it shall remain even after cessation or termination or cancellation of their employment with the foundation.

Faculty will disclose to the management forthwith any discovery, process or improvement made or discovered by them while in the service and such discovery, process or improvement shall belong absolutely to property of the foundation. If and when required to do so by the foundation, faculty shall at the foundation expense take out or apply for Latter’s rights, privileges or protection as may be directed by the management in respect of any such discovery, process or discovery, process or improvement so that the benefit thereof shall accrue to the foundation and faculty will execute and do all instruments, acts, deeds and things, which may be required by the management for assigning transferring or otherwise vesting the same and all benefits arising in

respect thereof in favour of the foundation or its associates as the management may direct as the sole beneficiary thereof.

Faculty will not enter into any commitments or dealings on behalf of the foundation for which they will not have no express authority nor alter or be a party to any alteration of any principle or policy of the foundation or exceed the authority or discretion vested in them without the previous sanction of the foundation or those in authority over them.

Faculty will be responsible for the safekeeping and return in good condition and order of all the properties of the institutions which may be in their use, custody or charge. For the loss of any property of the institution in their possession, the institution will have a right to assess on its own basis and recover the damage of all such materials from them and to take such other action as it deems proper in the event of their failure to account for such material or property of its satisfaction.

### **Policy Statement and Code of Conduct**

#### **General Policy: -**

#### **Discipline: Identity Card**

All Faculty members should maintain formal Dress Code within the Campus. ID card should be worn by all staff members within the campus and must produce the Card when requested by the Administrative authorities at any time.

#### **Equal Employment Opportunity:**

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

#### **Drug and Alcohol Free Workplace Policy:**

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment:

**Sexual Harassment:**

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken.

**Soliciting / Canvassing:**

Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

**Employment of Relatives:**

No individual shall be employed in a department or unit, which will precipitate a subordinate superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

**Attendance:**

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless deputed by the Head of the department for any official work. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department .A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

**Code of Conduct:**

All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

- i. Insubordination
- ii. Theft
- iii. Bringing discredit to the Institute
- v. Falsifying, grafting, or forging of any record, report, or information
- vi. Discourteous behaviour

- vii. Any other misconduct interfering with performance of job tasks
- viii. Unauthorized absence from assigned work area
- ix. Sleeping on duty
- x. Negligence
- xi. Dereliction of duty
- xii. Interfering with the work performance of another employee
- xiii. Wasting materials
- xv. Wilful damage to equipment or property of the Institute
- xvi. Entering an unauthorized work area
- xvii. Continued failure to perform assigned duties
- xviii. Failure to report absence
- xix. Habitual absence or tardiness
- xx. Job abandonment.

**Safety:**

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

**Injury:**

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the HR Manager immediately. A qualified Nurse / Doctor are available on the campus along with an equipped Medical Facility during the work timings are also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

**Confidential Information:**

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has-been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

**Gratuities:**

Employees of the Institute do not accept gratuities, courtesies, or gifts in any from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.

**Outside Employment:**

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

**Malpractices:**

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute

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