

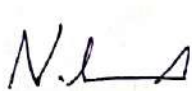

**NARULA INSTITUTE OF TECHNOLOGY**

**81, NILGUNJ ROAD, AGARPARA**



**CODE OF CONDUCT STUDENTS, TEACHERS,  
ADMINISTRATORS AND STAFF**

**(W.e.f session 2016-2017)**

<b>Ref. No.</b> NIT/PRIN/COD/2016/01  <b>Date of Issue:</b> 15/07/2016	<b>Prepared &amp; Checked By:</b>  Registrar, NiT	<b>Approved By:</b>  Principal, NiT
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**NARULA INSTITUTE OF TECHNOLOGY**  
**81, NILGUNJ ROAD, AGARPARA**



**CODE OF CONDUCT FOR STUDENTS**

Approved by BOG

Dated on 09/07/2016

Under Agenda No. 12

A handwritten signature in black ink, consisting of a stylized loop and a diagonal stroke.

*Principal*  
**NARULA INSTITUTE OF TECHNOLOGY**  
81, Nilgunj Road, Agarpara, Kol-109

## Code of Conduct for Students

In order to maintain a good academic environment, students also have a responsibility to maintain a high standard of behaviour. A student shall have to conform to a high standard of discipline and conduct himself within and outside Narula Institute of Technology (NiT) in a manner befitting the student of an institution of National importance. He shall have seriousness of purpose and shall, in every way, train himself to lead a life of earnest endeavour and cooperation. Narula Institute of Technology (NiT) wishes to instill virtues of cleanliness, cooperation, honesty, integrity and sense of responsibility among the students, inside the Institute as well as outside. All NiT students are expected to read, understand and follow the Student Code of Conduct. Students should also be aware that not following the Student Code of Conduct could lead to disciplinary consequences such as suspension from Institute, imposing of fine and/ or exclusion from the Institute.

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A five day working schedule from Monday to Friday is followed. Classes are scheduled from 10.00 a.m. to 5.30 p.m. for 1st shift and 2.10 p.m. to 7.30 p.m. for 2nd shift. Students should enter the campus in time. Maximum grace of 15 minutes will be allowed. Institute gate will be closed after that. Once the students enter the campus they shall not be allowed to leave before the end of the academic classes or after obtaining prior approval from HOD.
3. It is imperative that the student attends the Institute from the day of opening to the last day of each semester during the academic year.
4. Students must be regular in attendance for theory and practical classes. In case the attendance falls short of 75% for each, theory and practical, students will not be allowed to sit for examination.
5. Students must maintain punctuality while attending all the theory and practical classes.
6. Students must put-on a college I-Card on every day without fail and attend the college in full college uniform failing which they will not be allowed entry in the college.



7. Students should specially note that if the student fails to complete the semester academic work regularly and to the entire satisfaction of the Head of the Department, his/her term will not be granted and will not be allowed to appear for the semester examination.

8. The student should note that he/she is responsible to the authorities of the Institute not only for his / her conduct in the premises of the Institute but also for his/her general behaviour outside.

9. Use of tobacco & alcohol, chewing of betel leaves and chewing gums etc. are strictly prohibited within the premises of the Institute.

10. Use of mobile phones in the classroom is banned. The mobile phones shall be kept in silent mode inside the Institute. Use of earphones is strictly prohibited inside the college premises.

11. Students are strictly forbidden from organizing or attending any unauthorised meeting in the Institute, or collecting money for any purpose without the prior written permission of the Principal.

12. Planned absence from classes and instigating the students to remain absent or to go on strike is a serious breach of discipline and may result in expulsion from the Institute.

13. Students are forbidden from organizing Groups, Unions or Associations based on caste, colour, creed, language, nationality or political ideology within the campus.

14. Any reported, observed, objectionable conduct within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.

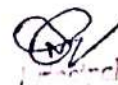
15. Students should respect and be courteous towards the members of the faculty as well as all the employees of the Institute.

16. The Institute maintains absolute discipline and students violating this are liable for severe penalties including expulsion.

17. Students expelled on grounds of indiscipline will not be entitled to any certification or refund of fees and caution deposits.

18. Ragging of any sort is strictly prohibited. Students found guilty of this are liable for severe punishment including dismissal from the Institute / Hostel. The matter will be referred to the police, as the Government has declared ragging a criminal offence.

19. Any student found responsible for any damage to the Institute properties (fittings, furniture and equipment etc.) will be punished severely and the cost of damages along with the fine will be recovered from the students. The Institute reserves the right to expel such students.
20. No student shall take part in any anti-social or rebellious activities. No student shall be a member of any group, organization or association not connected with the Institute, without the prior written permission of the Principal.
21. Students should conduct themselves at all times in a fitting manner so as to bring credit to themselves and to the Institute.
22. Students should observe the safety regulations in the workshop and laboratories.
23. Students should take care of tools, apparatus or other equipment given to them and should preserve the cleanliness of the laboratories and the workshop.
24. Students should avail themselves of all opportunities to acquire engineering knowledge and skills during their period of study.
25. Any dress code violation noticed within the campus will attract a punishment and could initiate further disciplinary actions.
26. Students are expected to maintain silence in the academic buildings to maintain the decorum and any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
27. For independent study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
28. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
29. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
30. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.
31. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.





32. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners etc. in the campus without the permission of the competent authority.

33. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

34. Students should strive hard and spare no effort to maintain peace in the campus. If a student gets proven in a case of gross misconduct such as violence, riots or disorderly behaviour, fraud, misappropriation of funds, immoral conduct directed on a fellow student or faculty or staff of Narula Institute of Technology (NiT), He will be subject to immediate expulsion from the Institute.

35. In matters of academic discipline, the decision of the Principal / Managing Trustee will be final.



Principal  
NARULA INSTITUTE OF TECHNOLOGY  
81, Nilgunj Road, Agarpara, Kol-109