



ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal
Oriental Campus, Thakral Nagar, Raisen Road, Bhopal-462021 (MP) INDIA

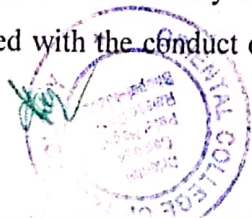
Code of Conduct

Code of Professional Ethics

Whoever adopts teaching as a profession assumes the obligation to conduct him / her in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore every teacher should see that there is no incompatibility between his / her precepts and practice. The National ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Code of Conduct for Faculty

- Every teacher appointed in the Institute shall follow the Code of conduct laid down as follows
- Every teacher shall perform his/her academic duties with absolute integrity and devotion
- No teacher shall show any partiality or bias in the assessment of the students nor shall he/she practice victimization against them.
- No teacher shall incite one student against another or against his/her colleagues
- No teacher shall discriminate against any person on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies amongst his/her colleagues, subordinates and students and shall not try to use these above considerations for improvement of his/her own prospects
- No teacher shall refuse to carry out/obey/comply with the decisions/instructions of the appropriate offices, bodies and functionaries of the Institute failing which he/she will be held guilty of insubordination and liable for disciplinary action as stipulated in the regulations of the Institute.
- No teacher shall divulge any confidential information relating to the affairs of the Institute to any person not authorized by the Institute.
- No teacher shall misbehave with any officer or employee of the Institute. In case, he/she is not satisfied with the conduct of an officer or an employee of the Institute,





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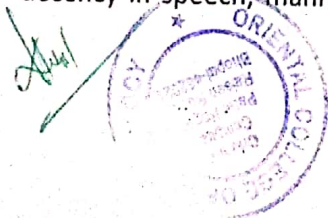
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he/she shall be free to file a complaint against him/her to the Head of the department as the case may be. In case the teacher/non teaching staff are found guilty, the Director on the advice of the HoD shall be free to constitute a disciplinary committee for disciplinary action against him/her.

- Every faculty/non teaching staff shall perform invigilation / and other exam duties during the examinations of the Institute. Negligence during invigilation / any exam duty shall be a punishable act and he / she shall be debarred from examiner ship for a stipulated period by the Director after proper enquiry. Besides this, on serious or grave charges, the faculty concerned shall be liable for a strict disciplinary action which may include his/her immediate suspension or even termination from the services
- Every faculty/ non teaching employee shall obey and ensure to the best of his/her ability to carry out the lawful directions of any officer, authority or body of the Institute to whom such authority is vested in the regulations
- No faculty / non teaching employee is either permitted to take private tuitions / private work assignments to the students / outside agencies of the Institute or outsiders or permitted to take part time extra classes / coaching / or any work anywhere. Non compliance of this rule will amount to a strict disciplinary action
- Every faculty / non teaching employee shall keep a constant watch over the ragging amongst the students and will take immediate steps to check it, if noticed anywhere and report the same to the appropriate authority for a speedy action in the matter
- No faculty / non teaching employee shall be permitted to appear in any examination conducted by this Institute or any other Institute without proper permission from the competent authorities of the Institute
- An act of physical assault with any student is strictly prohibited in the Institute and every teacher / non teaching employee must ensure with its compliance

Student code of conduct

Being a student of the Oriental Group of Institutes, one has to exhibit, high degree of decency in speech, mannerism, discipline, dressing, general conduct and behavior.





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The following dress code has to be strictly adhered to, by the students, with immediate effect:

Dress Code

- The uniform provided on campus, with prescribed specifications of cloth, is mandatory for all the students of the Group. It should be clean and well ironed, projecting the decorum of the Group. This is also required to keep up their position as a bonafide student of this coveted organization.
- Ripped or excessively worn & faded clothing, fancy accessories, including tattoos, nail paints, long earrings, bracelets and fancy bags with large stickers, have to be avoided under all conditions, to project a professional feel.
- Neatly knotted tie has to be worn properly, covering the first button of the collared uniform shirt.
- Footwear i.e. Polished black leather shoes, should complement the professional attire. No casual foot ware like snickers, loafers, and pump shoes should be worn by students.
- Personal hygiene is very important when working closely with the peers. Strong or excessive odors or fragrances should be avoided, at all times.
- Hair must be trimmed and groomed regularly or neatly tied (for girls only) to reflect the personality of a budding technocrat. Fancy haircuts, beards and unkempt hair will not be acceptable, under any circumstances.
- The students should always carry and display their Identity cards, in the college premises.
- Mobile Phones should be used only during lunch time, judiciously on the urgent requirement basis. Students are expected not to use or display their mobile phones during classes or while walking through the corridors.

It is expected that the students would endeavor to maintain the dignity of being an Orientalite and train themselves for futuristic professional jobs, by complying to the laid down dress code.





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Behavioral Conduct

Further, the Group aims for holistic development of students and a part of this commitment, it aims to instill integrity, encourage the right decision making and foster self responsibility, in them. To acquire such traits, the students are advised to observe certain duties, which include;

- Respecting the Faculty and the Staff of Oriental Group.
- Respecting senior students and maintaining cordial relations with them.
- Respecting the values and traditions of the Oriental Group, for which it stands for, last 20 years .Use of filthy language and misbehavior, with classmates or seniors, will call for serious disciplinary action.
- Maintaining the environment at Oriental which covers protecting the infrastructure and its facilities. Students must maintain cleanliness of the premises and throw leftovers only in dustbins.
- Maintaining standards of excellence and diligence, with regard to their academic performance and protecting the integrity of their work, at all times.
- Conducting themselves responsibly and professionally, while dealing with all members of the OGI, at all the places and also where they are representing the Group. Their behavior should bring good name to the Group and they should not indulge in, any immoral or antisocial activity, in or outside the campus.
- Refraining from disruptive activities, including ragging of all sorts (Refer to the separate detailed circular, issued in this regard).
- Loitering around on campus without purpose, during class hours, is strictly prohibited. If roaming on purpose, under urgent circumstances, due permission should be taken from the concerned subject teacher.

The students, in turn, have the right to acquire knowledge from the all the available resources on campus, exist peacefully with their peers; express their views amicably at the right forum, in a proper manner. It is expected, that if the students would endeavor for such conduct, they would be trained for placements and chiseled as able citizens of the Country.

