

## Implementation of Safety and Security measures in the Campus

A code of conduct serves not only as a set of internal guidelines for the employees/Students to follow, but also as an external statement of corporate values and commitments.

### All the Students/Employee need to follow following guidelines:

- Students are expected to maintain the highest standards of discipline and dignified manner of behavior 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.
- A six day working schedule from Monday to Saturday (Except 2nd and 4th Saturday) is followed. Classes are scheduled from 10.00 a.m. to 5.00 p.m.
- Students must wear I-card and mask in campus.
- All the students are expected to be present in the class well -within time. Late coming will also result in
- loss of attendance for the corresponding hour.
- No student shall enter or leave the class room when the session is on without the permission of the teacher concerned
- Students having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.
- In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- Students can leave the campus during class-hours only after getting a gate pass from the Principal or HoD and after submitting at entry gate.
- All students shall leave the classes immediately after 5.00 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Do not spend much time in canteen, coffee shops etc.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers.
- Application for medical leave shall be accompanied by valid medical certificates
- Students are expected to come to the college in neat, clean and simple clothes.

Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

- Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
- Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
- It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.

## **Ragging/ Harassment is Strictly Prohibited.**

- Mobile is strictly prohibited in library, classrooms, Laboratory and examination hall.
- I-card is must require for issuing and returning book. Students / Faculty must return book on time.
- Students are not allowed in Laboratory without faculty or without permission of faculty / HOD.
- Students must take care about all the instruments in laboratory.
- Students are not allowed to sit in classroom without faculty or without permission of respective faculty/HOD.
- Student need to seat in their respective allocated classroom.
- Students are not allowed to play any games in classroom.
- Students are not allowed to use of mobile phone during Labs and Lectures and Library.
- Students must report before 30 minutes of exam time (Internal/University).
- Student must carry hall ticket and I-card with them while entering in examination hall.
- Students are not allowed to misbehave with other students or faculty or any person of the campus.
- Students are not allowed without I-card during specific events held in campus.
- Students are expected to come to the college in proper dressing while attending events in campus.
- Students should be regular and punctual in attending event.
- Students need to maintain silence and discipline (physically and verbally) while attending event.
- Other than college students/staff, who has visiting pass; only that person is allowed to attend the event.

## Hostel

- Boys are not allowed in girl's hostel same girls not allowed in boy's hostel. Students should not keep any unauthorized property (Inflammables gas cooktops induction etc) and unauthorized guest in his/her room
- No person or guest shall be permitted to stay overnight in any part of hostel. Students are responsible for safe keeping of their valuable. Ragging/Harassment is strictly prohibited
- Students should handle hostel mess property furniture equipment's carefully and not abuse and temper with it if so then applicable fine will be charged by management.
- Night pass will be issued to the student who wants to go home subject to written confirmation of parents only on email or WhatsApp permission of principal and warden. Students have to take signature of parents on the night pass and submit it on their arrival.
- Students are not allowed to consume alcoholic, narcotic drug or any intoxication substance in the hostel premises.
- All Students are permitted for outing only on Sunday and holidays with all necessary documentation entries. Students must have to return on and before 7:00PM.
- Students should use water and electricity carefully, if fan tube etc. found on in the absence of students in the room fine will be charged by the hostel authorities.
- Management have right to change building of hostel.

## Check list for Safety and Security at Institute

- All class rooms are locked after the college time.
- Students are not allowed in class room without faculty.
- Bouncer will take care about student's behavior and activities with other students and faculties.
- Check activities on floor by faculty with gap of 1 to 2 Hours.
- All faculties are directly and indirectly responsible for all activities so all are need to take care about student's activities and behavior.
- The safety committee needs to maintain and check all the rules and regulations have been followed by the students or not.

## Disciplinary Steps Taken by Disciplinary Committee

## NEOTECH TECHNICAL CAMPUS

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# NEOTECH INSTITUTE OF TECHNOLOGY

Approved by AICTE | Affiliated to GTU



- A letter setting out the issue.
- A meeting to discuss the issue.
- A disciplinary decision



A handwritten signature in black ink, appearing to be 'Harni'.

(Neotech Institute of Technology, Vadodara)

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