



Estd. 2004

# Lakshmi Narain College of Technology, Indore

(An ISO 9001:2008 Certified Institute)

## Code of Conduct For Students

- The College working hours are: Monday to Saturday: 9:30 am - 4:30 pm.
- Students are not permitted to enter or leave the classroom without the permission of the Faculty.
- The College Fees are to be paid as per the due-date stipulated by the Management through appropriate notification. Non-payment of the fees beyond the due-date will attract a penalty as specified in the notification.
- All students are expected to be dressed neatly and decently. It is mandatory for students to wear their Identity Card in campus.
- Internal assessments are a part of the continuous evaluation. Three internal examinations will be conducted for all branches and the marks of the best of two will be considered for internal assessment.
- Every student shall have minimum 75% attendance in every subject, which is a compulsory requirement as per University Regulations. Shortage of attendance in any subject will debar the student from appearing for the University Examinations.
- Under normal circumstances, participating in co-curricular or extracurricular activities inside or outside the campus during working hours/ days is considered an absence from classes. However, the said absence may be condoned only on production/submission of a copy of certificate of participation or a written note from the teacher/authority concerned.
- Students should note that University Rules and Regulations applicable to the course of study are binding with respect to attendance and internal assessment.
- Use of mobile phones is strictly forbidden inside the classrooms/within the academic blocks.
- It is to be noted that the College has a zero tolerance policy with regard to ragging. Ragging of any student by any student of the College either in the College Campus or elsewhere is strictly forbidden. Anyone found guilty of ragging and/or indulging/abetting in ragging is liable to be punished as per the Regulations of the Government.
- Smoking, consuming alcohol, being in possession, using, imbibing or distribution of illicit drugs or any other psychotropic substance or alcohol on College premises/precincts or in connection with any College activity is strictly prohibited.
- Any offensive behavior by any student as a consequence of the above shall make the student liable for serious disciplinary action and any violation will be dealt with severely by the College Authorities, including dismissal of the student from the College.
- It is mandatory for the students to follow all safety regulations during laboratory practice. Due care shall be taken by the student and procedure followed under the guidance and supervision of the Laboratory Instructors/ Faculty while attending to practical studies in the laboratory.
- The students do not indulge in any kind of activities which are likely to bring down the prestige and traditional image of the College.
- In addition to the above, in the interest of the Institution and for the purpose of maintenance of discipline, the Principal is empowered to take any punitive action against any student for his/her act which shall be construed as misconduct by the Management.

Institute Communications:  
Village Bhawrsala, Sanwer Road,  
Rewati Range, Indore – 453 331 (M.P.) INDIA  
Phone :+91 731 4253100 – 101  
Fax : +91 731 4253103



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## Code of Conduct for Teachers

- Teachers should uphold the reputation and standing of the profession.
- Teachers should take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.
- Teachers should work within the framework of relevant legislation and regulations.
- Teachers should comply with agreed national and institutional policies, procedures and guidelines which aim to promote student education and welfare and child protection.
- Teachers should report, where appropriate, incidents or matters which impact on student welfare.
- Teachers should communicate effectively with students, colleagues, parents, management and others in the community in a manner that is professional, collaborative and supportive, and based on trust and respect.
- Teachers should ensure that any communication with students, colleagues, parents, management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- Teachers should maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
- Teachers should apply their knowledge and experience in facilitating students' holistic development.
- Teachers should plan and communicate clear, challenging and achievable expectations for students.
- Teachers should develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students.
- Teachers should inform their professional judgment and practice by engaging with, and reflecting on, student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- Teachers should act in the best interest of students.
- Teachers should work with teaching colleagues in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students.
- Institution employees are bound by their contract to follow the Code of Conduct while performing their duties.

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## Code of Conduct for Non-teaching Staff

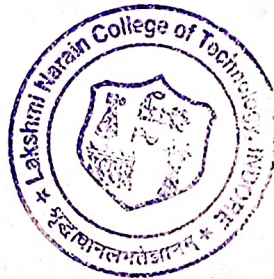
- They must be transparent, responsible, unbiased and impartial towards Students, Parents, Staff Members, Teachers and managing bodies and work with care, responsibility and dignity.
- They must not leave their place or go to leave without permission from a competent authority.
- They must cooperate with each other to fulfill their office and college related duties and maintain decorum and dignity of the college.
- They must encourage students and staff-members for creative and productive positive works in the interest of college and society.
- They must use dignified and official language in the college campus and never hurt anybody's emotion, ego, sentiment, honour, etc.
- They must complete their assigned job in stipulated time.
- They must never discuss their official issues or subjects out of office with any unofficial person.
- They must be punctual, dedicated, co-operative, amicable, tolerant and competitive in their respective duties.
- They must have much patience, for they have to deal with students, the immature mind.
- They must actively help others in college, office, class, exam, etc. related things.
- They must cooperate fully in functions like: Seminars, Symposiums, Conferences, Workshops, etc.
- They must be dedicated to service to help students in the growth of their merits.
- All employees have to protect the Institution's legality. They comply with all environmental safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our Institution's finances, products, partnerships and public image.
- All employees fulfil their job duties with integrity and respect toward stakeholders and the community. We expect them to delegate duties to their team members taking into account their competencies and workload.

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## Code of Conduct for Principal

- The Principal should ensure that the development plans of the College with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- Principal is responsible to ensure the observance of the acts, statutes, ordinances, regulations, rules and other orders issued by the University authorities, other regulatory bodies and the Management, from time to time.
- As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the institution.
- The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
- With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
- The Principal has the responsibility to deliver leadership, direction and coordination within the College.
- The Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.



*[Signature]*  
**Principal**  
Lakshmi Narain College of Technology  
INDORE

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