

ROURKELA INSTITUTE OF MANAGEMENT STUDIES
Code of Conduct



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|----------------------------------|--|--------------------|--|
| Course | | | |
| Name | | | |
| Date of Birth | | Blood Group | |
| Mobile | | | |
| E-mail ID | | | |
| Mother's Name | | Mobile | |
| Father's Name | | Mobile | |
| Father's Mail ID | | | |
| Address for Communication | | | |

Rourkela Institute of Management Studies is a NAAC Accredited Institution. It has a name and fame throughout the country. It is recognised as one of the top 20 B-Schools in the country. It is highly prestigious for you to be a student of this famous institution and it is the cardinal responsibility of all its students to maintain proper discipline and the code of conduct themselves in a dignified manner befitting the status of this noble institution and refrain from any activity which may bring disrepute to this institution.

GENERAL

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| 1. | Students' shall have to maintain proper discipline inside the campus and hostels. |
| 2. | Students' are required to enter into the class room on time. |
| 3. | Students' have to be cooperative among themselves and with the staff of the institution. |
| 4. | Uniform of navy-blue pant, light blue shirt with navy blue tie for boys and girls is compulsory. |
| 5. | Blazer (as specified by the Institute) is compulsory for all students. |
| 6. | Students are strictly warned not bring outsiders to the campus or indulge themselves in activities which may bring disrepute to the institution directly or indirectly. |
| 7. | Ragging in any form is strictly prohibited. Juniors shall have to keep good relation with their seniors and vice-versa. |
| 8. | Students', while in campus, should communicate with each other in English and also with the staff and faculty members. Gossiping in loud tones and shouting is strictly prohibited. |
| 9. | Students' are not allowed to take admission for any other courses during their studentship. |
| 10. | Students' on their own accord are required to pay their college fees as well as Hostel & Mess charges well in time failure of which may result in payment of fine/disqualify them to appear at the Semester/Annual examinations. |
| 11. | Students' must not remain absent unauthorised and should take permission in the available form. |
| 12. | Students' coming to the institute by motor-bikes should keep driving license & wear helmets. |
| 13. | Students' should keep their mobile phones OFF while in the class. |
| 14. | Students' must carry their identity card while inside the Institute premises. |

ACADEMICS

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| 1. | A minimum of 75% of lectures in each paper and 90% of attendance in activities and seminars in a semester/annual system is compulsory. A leave of 15% may be granted on exceptional cases like representing the college in cultural, sports activity etc., with the prior permission of the Head of the department, besides these 10% relaxation can be given to the students over 75% on the basis of the health ground only on the production of authentic medical certificate. Less than 75% attendance will not be allowed for examination. |
| 2. | It is mandatory for every student to attend 100% of the visiting professors' classes. |
| 3. | Student seeking leave shall have to submit an application in the prescribed format to the Head of the Department of the respective courses at least one day before, specifying the reasons and should obtain the permission from the Hostel superintendent. |

Signature of the Parents

Signature of the Student

EXAMINATIONS

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| 1. | Internal examination is a part of the university examination. Every student has to appear all the internal & external examinations conducted by the Institute. |
| 2. | Students have to secure a minimum of 50% marks in internal examinations. |
| 3. | Students' have to carry their Identity Card, Admit Card and Registration Card with proper uniform for appearing the University Examinations. |
| 4. | Students' are not allowed to carry cell phones/other electronic gadgets during examinations. |

CENTRAL LIBRARY

| 1. | Library Timing: 8.30 AM to 8.00 PM. | | | | | | | | | | | | | | | |
|-------------|---|--------------------------------|-----------|----------|----------|----------|------------|-----------------|-----------|-----------|----------|-------------|-----------------|--------------------------------|--|--|
| 2. | Gossiping/talking over phone inside the library is strictly prohibited. | | | | | | | | | | | | | | | |
| 3. | Before entry into the library, students' have to sign in the register. | | | | | | | | | | | | | | | |
| 4. | Students have to deposit their personal belongings at the property counter at their own risk. The library is not responsible for any loss or damage to the same. Taking briefcase, bags, files, jenkins, raincoat, umbrella etc., inside the library is strictly forbidden. | | | | | | | | | | | | | | | |
| 5. | Books will be issued against borrower library cards and presence of card packet and loss of cards should be intimated Librarian through an application with a request to issue a duplicate card. The duplicate card will be issued on payment of Rs. 10.00. | | | | | | | | | | | | | | | |
| 6. | MBA, MCA and PGDM students can borrow 4 (four) number of books and students of BBA, BCA and BJMC can borrow 3 (three) numbers of books subject to the availability. Borrowed books should be returned within 10 days from the date of issue. Return of books and issues of the same book is not allowed on the same day. | | | | | | | | | | | | | | | |
| 7. | Students are advised to see the book label & condition of the book while taking it. While returning the books, everything should remain intact; failing which necessary action will be taken. Students are warned against disfiguring the books by marking with pencil or pen, tearing the pages etc. in case any student is caught disfiguring books, strict action such as heavy penalty will be imposed as deemed fit. | | | | | | | | | | | | | | | |
| 8. | The issue and return days are as follows: <table border="1" data-bbox="263 1205 1437 1339"> <thead> <tr> <th>PARTICULARS</th> <th>TIME</th> <th>MON, THU</th> <th>TUE, FRI</th> <th>WED, SAT</th> </tr> </thead> <tbody> <tr> <td>Book Issue</td> <td>9.00 AM-4.30 PM</td> <td>MBA, PGDM</td> <td>BBA, BJMC</td> <td>MCA, BCA</td> </tr> <tr> <td>Book Return</td> <td>9.00 AM-1.00 PM</td> <td colspan="3">MBA, MCA, PGDM, BBA, BCA, BJMC</td> </tr> </tbody> </table> | PARTICULARS | TIME | MON, THU | TUE, FRI | WED, SAT | Book Issue | 9.00 AM-4.30 PM | MBA, PGDM | BBA, BJMC | MCA, BCA | Book Return | 9.00 AM-1.00 PM | MBA, MCA, PGDM, BBA, BCA, BJMC | | |
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| Book Return | 9.00 AM-1.00 PM | MBA, MCA, PGDM, BBA, BCA, BJMC | | | | | | | | | | | | | | |
| 9. | If the date of return is on holiday, the books should be returned on the next working day and failure to return the books in time shall render the borrower liable to a fine of Rs. 5 per day thereafter. | | | | | | | | | | | | | | | |
| 10. | If the book is lost, replacement cost of the latest edition in the form of fine will be collected or the amount as fixed by the Library (in case the book is not available in the market). | | | | | | | | | | | | | | | |
| 11. | No students are allowed to enter into the library without uniform during the working hours except Saturday. | | | | | | | | | | | | | | | |
| 12. | Books removed from the shelves should not be re-shelved and should be kept on the table. It is the responsibility of the library attendant to keep the books in right place. | | | | | | | | | | | | | | | |
| 13. | Reference books, Journals, Magazines, Newspapers, etc. will be issued inside the library only. Nobody allowed to take cuttings from newspapers. | | | | | | | | | | | | | | | |
| 14. | Anybody found carrying the reference books outside the library without prior permission of the librarian would be imposed with a fine of Rs. 500 and strict action would be taken as deemed fit by the librarian. | | | | | | | | | | | | | | | |
| 15. | The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner. | | | | | | | | | | | | | | | |

Signature of the Parents

Signature of the Student