

ORIENTAL GROUP OF INSTITUTES, BHOPAL

CODE OF CONDUCT FOR STUDENTS

1. All students must attend classes in right earnest immediately after registration. The minimum required attendance for each semester is 75%.
2. All students must fill up correct entries in the registration form on the date specified for registration.
3. Students must show their Identity cards on demand to the Institute Authorities at any time in the OGI campus.
4. Students must take care that they do not damage the Institute furniture, fixtures and property as a whole. They must maintain cleanliness in the premises.
5. Students are advised notify any changes in their addresses, telephone/mobile number & email address, to their Tutor Guardian.
6. Internal Assessment and Mid Semester Examination will be conducted for all course covered up to the date given in the Academic Calendar. All Students must appear in these tests. The Internal Assessment /Mid Semester examinations have a definite bearing upon the award of internal assessment marks to be sent at the end of semester to the University.
7. All Students are expected to remain in their classroom and not wander about aimlessly in the Campus. Under urgent circumstances, due permission should be taken from the concerned subject teacher
8. Students should not visit Canteen during working hours/class time.
9. Tobacco, cigarettes, liquor, drugs and intoxicants are completely banned in the College Campus.
10. Students should not carry valuables to the college. If they do, it will be at their own risk and responsibility. The Cell phones in any case, should be switched off by them within the OGI Campus and in the Classroom.
11. Students will not skip classes or leave College during the college timings. They are expected to utilize their free time in the library, computer laboratory or similar constructive activities.
12. Students are expected to maintain standards of professionalism in regard to their academic performance and are expected to protect the integrity of their work at all times. Incidents of cheating in examinations; plagiarism in the preparation of written work , misrepresentation or falsification of data; theft, or destruction of the academic work of other students; and altercation, theft, or destruction of academic records. Library materials . Laboratory materials or other Institute equipment or property related to instructional matters or research, shall not be tolerated.



13. Students are expected to conduct themselves responsibly and professionally when dealing with all members of the OGI as well as in Training & Placement activities in the Auditorium and in other events where they are representing OGI. Failure to abide with the rules may lead to stern action by administration.

Dress Code

1. 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.

2. 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.

3. Neatly knotted tie has to be worn properly, covering the first button of the collared uniform shirt.

4. Footwear i.e. Polished black leather shoes with black socks, should complement the professional attire. Girls can opt for black bellies only. No casual foot wear like sneakers, loafers, floaters and pump shoes should be worn by students.

5. Personal hygiene is very important when working closely with the peers. Strong or excessive odors or fragrances should be avoided, at all times.

6. Hair must be trimmed and groomed regularly or neatly tied (for girls only) to reflect the personality of a budding technocrat. Fancy haircuts, beard and unkempt hair will not be acceptable, under any circumstances.

7. Mobile Phones and headphones 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.

