

OUR EXPECTATIONS

Punctuality

We believe that punctuality forms the basic fulcrum around which discipline revolves. It is expected that you will reach the venue of any scheduled event, academic or otherwise, ten minutes ahead of time and will be seated at least five minutes before the event. This is our first expectation from you and we hope that you will not give us any occasion to remind you of it during the Course.

Behaviour

The Institute expects, from every Officer Trainee, **the highest standards of behaviour and decorum befitting an officer** - both inside and outside the Institute. We expect you to be courteous and well-mannered towards each other, the Institute staff and the faculty. Officer Trainees must ensure that their behaviour towards Officer Trainees of the opposite sex is beyond reproach.

Participation

This is your Course. What you get out of it depends a good deal on what you put into it. The Course Team would like you to participate fully in all the activities that make-up the Course. We would be happy to know of bottlenecks, if any, or where you see a possibility for further improvement. When you participate in classroom discussions we expect you to be polite and considerate to all others present.

Discipline

Discipline is non-negotiable. As civil servants, a strict code of conduct and norms of behaviour bind each of us. We expect you to follow the code of conduct and these accepted norms in letter and spirit and set the highest standards for yourselves. Consequences and penalties arising from indiscipline, lack of punctuality, discourteous behavior, violation of Course guidelines and inappropriate conduct will be most severe, which you may kindly note.

Attire

We expect you to be appropriately attired for every occasion.

Maturity, Creativity and Endeavour

Above all, we expect Officer Trainees to behave like mature individuals. A mature person does not indulge in deviant or self-destructive behavior. He / She does not burn up in anxiety. He / She neither resent authority nor does he/she become overbearing when he/she is in a position of power. In short, mature persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavour, and makes that critical difference between the great and merely good. We hope that you will contribute creatively to all activities and raise the standard of the Course. Above all, an officer is expected to excel and constantly strive towards setting higher benchmarks. We expect from you these qualities related to the head and heart.

GUIDELINES FOR CONDUCT

General Conduct

- ❖ **Residence in the Campus is compulsory.** Spouses, friends or relatives of the Officer Trainees will not be permitted to stay on Campus under any circumstances. Violation of this will be considered as an act of gross indiscipline.
- ❖ Officer Trainees should not play loud music in their rooms or speak loudly in lounges or the corridors.
- ❖ Keeping or consuming alcoholic drinks in the Hostel rooms is not permitted. Misconduct in inebriated state will invite expulsion from the Course and action under Conduct rules.
- ❖ Institute places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes and written assignments will attract consequence.
- ❖ Smoking is prohibited in the Institute premises.
- ❖ Officer Trainees are not permitted to keep private vehicles in the Institute.
- ❖ The entire range of activities at the Institute, including co-curricular and extra-curricular activities, are integral parts of the Course and Officer Trainees are required to take an active part in all of them.
- ❖ Redressal of grievances, if any, should be sought within the Institute. A direct representation to the Ministries of the Government or any authority outside the Institute, without going through the proper channel, would be treated as insubordination and violation of Conduct Rules.
- ❖ Personal firearms are strictly prohibited on campus.

- ❖ **Mobile phones are not allowed in the Academic area.** Any mobile found in possession will be confiscated and penalties imposed by the disciplinary authority.

Conduct in Class

Each batch will be assigned to a specific Lecture Hall. They should be seated in that Lecture Hall before Session commences. The Administrative building is a Zone of silence. No talking within tea break / before coming to class or after class in the corridor.

The Institute encourages freedom of expression and diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. **Politeness in discussions is the expected hallmark of an officer.** You are expected to listen carefully to the views of others and raise your hand to be called upon by the presiding officer, before making any points of your own. Officer Trainees are also free to meet faculty members after the class, to seek any further clarification.

Identity Cards

- ❖ Officer Trainees are issued identity cards for the duration of the Course they attend. This identity card has to be carried by the Officer Trainees at all times, both within and outside the campus. The ID cards will also serve as lapel cards.
- ❖ ID cards must be clipped on to shirts, pullovers, jackets or sarees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess and on all formal occasions in the Institute.

Leave & Absence

- ❖ All Course activities, including classes, PT and extra-curricular activities are deemed compulsory. No Officer Trainee shall be absent himself/herself from any of these activities.
- ❖ Course activities have been designed in a seamless manner in which they merge into each other. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained except in extra ordinary situation.
- ❖ All Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. **No Officer Trainee shall leave the Institute without obtaining prior written permission from the Course authorities / Hostel Suptd., even on holidays or weekends.**

Penalties

- ❖ We are confident of full participation by the Trainees in all activities of the Course. Any absence without explicit permission would be treated as "**unauthorized absence from duty**" and will be dealt with as per rules. The range of penalties (which may be imposed), may be either in the form of negative marking, as prescribed, or under the Conduct Rules relating to Conduct and Discipline or both.
- ❖ We sincerely hope that no occasion would arise, which would compel us to resort to such drastic measures.
- ❖ At any point of time during the Course, if any Trainee indulges in any act of misconduct or indiscipline, the Course authorities may relieve him/her from the Course without any notice and a report to the controlling authority will be sent to that effect.

- ❖ Officer Trainees may kindly note that in the interests of conservation of electricity, they are expected to switch off all the electrical appliances and lights, whenever they leave the room. Violation of this norm will attract a monetary fine of Rs.500/- for each occasion.
- ❖ Water is a scarce resource. Officer Trainees are expected to ensure that taps are properly closed, whenever they leave the room. Violation of this norm will attract a fine of Rs. 500/-.
- ❖ Apart from penalties mentioned above any damage to Government property resulting from negligence will be recovered from their salary.
- ❖ Keep the environment neat & clean. Any waste / garbage / after use plastic bottles / packets etc. should not be thrown in the campus. It should be put into Dust / Garbage Containers fixed in the Campus / Corridors.
- ❖ The Newspaper / Magazines should be returned to Library and no one is allowed to keep in their room.

WELCOME TO ROTI
We will try to provide the best

