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**NATIONAL FIRE SAFETY INSTITUTE**

**OF RESEARCH TECHNOLOGY**



**CODE OF  
CONDUCT**

**POLICY**



**NATIONAL FIRE SAFETY INSTITUTE OF RESEARCH TECHNOLOGY**

**UTTAR PRADESH**

# **CODE OF CONDUCT POLICY**

## **1. PREAMBLE**

National Fire Safety Institute of Research Technology (NFSIRT) is committed to maintaining a disciplined, professional, respectful, and safe educational environment for all students, faculty members, staff, visitors, and stakeholders.

This Code of Conduct Policy establishes standards of behavior and ethical practices expected from every individual associated with the Institute.

## **2. OBJECTIVES**

The objectives of this policy are to:

- 2.1 Promote discipline, professionalism, and ethical conduct within the Institute.
- 2.2 Maintain a safe, respectful, and inclusive academic environment.
- 2.3 Encourage responsible behavior and accountability.
- 2.4 Prevent misconduct, harassment, discrimination, violence, and unethical activities.
- 2.5 Protect the reputation, integrity, and values of the Institute.

## **3. SCOPE**

This policy shall apply to:

- 3.1 All students and trainees enrolled at NFSIRT.
- 3.2 Teaching and non-teaching staff.
- 3.3 Visitors, contractors, and guests present within the Institute premises.
- 3.4 All academic, training, practical, industrial visits, seminars, workshops, examinations, and online activities conducted under the Institute.

## **4. GENERAL CODE OF CONDUCT**

All individuals associated with the Institute shall:

- 4.1 Maintain discipline, honesty, and professionalism at all times.

- 4.2 Respect faculty members, staff, fellow students, and Institute authorities.
- 4.3 Follow all Institute rules, regulations, and instructions issued from time to time.
- 4.4 Maintain proper behavior inside classrooms, laboratories, workshops, offices, hostels, and campus premises.
- 4.5 Protect Institute property, equipment, documents, and infrastructure from damage or misuse.
- 4.6 Use polite and respectful language in all communications and interactions.
- 4.7 Maintain cleanliness, hygiene, and safety standards within the campus.

## **5. STUDENT CONDUCT**

### **Students shall:**

- 5.1 Attend classes, practical sessions, training, and examinations regularly.
- 5.2 Wear prescribed uniform/ID card wherever applicable.
- 5.3 Complete assignments, projects, and practical work honestly.
- 5.4 Follow safety instructions during practical and fire safety training sessions.
- 5.5 Avoid any act that disturbs academic activities or campus discipline.
- 5.6 Maintain professional conduct during internships, industrial visits, and field training.

## **6. PROHIBITED ACTIVITIES**

### **The following activities are strictly prohibited within the Institute premises or during Institute-related activities:**

- 6.1 Ragging, bullying, intimidation, or harassment.
- 6.2 Physical violence, threats, abusive behavior, or fighting.
- 6.3 Discrimination based on religion, caste, gender, language, region, or background.
- 6.4 Smoking, alcohol consumption, tobacco use, or possession of prohibited substances.
- 6.5 Possession of weapons, hazardous items, or illegal materials.
- 6.6 Damage, theft, or unauthorized use of Institute property.
- 6.7 Cheating, impersonation, or malpractice during examinations or assessments.

6.8 Forgery or misuse of certificates, documents, ID cards, or records.

6.9 Use of offensive language, social media abuse, or spreading false information against the Institute.

6.10 Any unlawful activity prohibited under applicable laws.

## **7. DIGITAL & ONLINE CONDUCT**

**All students and staff shall:**

7.1 Use official digital platforms responsibly.

7.2 Maintain professionalism during online classes, meetings, and communication.

7.3 Avoid cyberbullying, hacking, unauthorized access, or misuse of Institute systems.

7.4 Respect confidentiality of Institute records and digital data.

## **8. DRESS CODE & IDENTITY**

8.1 Students shall wear proper uniform and safety equipment wherever prescribed.

8.2 Institute ID cards must be carried and produced when required by authorities.

8.3 Inappropriate dressing or appearance affecting discipline or professionalism may not be permitted.

## **9. ATTENDANCE & DISCIPLINE**

9.1 Students shall maintain the minimum attendance prescribed by the Institute.

9.2 Habitual absence, indiscipline, or misconduct may result in disciplinary action.

9.3 Late coming, unauthorized leave, or repeated misconduct shall be monitored by the Institute.

## **10. ANTI-RAGGING PROVISIONS**

10.1 Ragging in any form is strictly prohibited.

10.2 Any student found involved in ragging activities shall face strict disciplinary and legal action as per applicable regulations.

10.3 Students are encouraged to report ragging incidents immediately to the Institute authorities.

## **11. DISCIPLINARY ACTION**

Violation of this Code of Conduct may result in one or more of the following actions:

- 11.1 Warning or counseling
- 11.2 Written apology or undertaking
- 11.3 Fine or penalty
- 11.4 Suspension from classes/training
- 11.5 Cancellation of examination or results
- 11.6 Expulsion from the Institute
- 11.7 Legal action, wherever applicable

## **12. GRIEVANCE & REPORTING**

- 12.1 Students and staff may report misconduct, harassment, or disciplinary concerns to the designated authority or grievance committee.
- 12.2 All complaints shall be handled confidentially and fairly.
- 12.3 Retaliation against any complainant or witness shall not be permitted.

## **13. RESPONSIBILITIES OF THE INSTITUTE**

The Institute shall:

- 13.1 Ensure fair and transparent disciplinary procedures.
- 13.2 Promote awareness regarding discipline and ethical conduct.
- 13.3 Maintain a safe and respectful campus environment.
- 13.4 Take appropriate action against misconduct.

## **14. POLICY AMENDMENT**

NATIONAL FIRE SAFETY INSTITUTE OF RESEARCH TECHNOLOGY reserves the right to amend or modify this policy from time to time in accordance with institutional requirements and applicable laws.

## **15. EFFECTIVE DATE**

This Code of Conduct Policy shall come into effect from the date approved by the Competent Authority of NATIONAL FIRE SAFETY INSTITUTE OF RESEARCH TECHNOLOGY.



**Authorized Signatory**

**National Fire Safety Institute of Research Technology**