



VEMU INSTITUTE OF TECHNOLOGY

CODE OF CONDUCT

- 1. Code of Conduct - Students**
- 2. Code of Conduct –Teaching Staff**
- 3. Code of Conduct –Non-Teaching Staff**

STUDENTS' CODE OF CONDUCT

OBJECTIVES OF THE CODE

VEMU Institute of Technology is committed to the pursuit of excellence in teaching, learning, research and community engagement and exemplary professional conduct to lead and to use technology for the progress of mankind, adopting themselves to changing Technological environment with the highest ethical values.

The code of student conduct is established to foster and protect the missions of the college, to foster the scholarly and civic development of the students in a safe and secure learning Environment, and to care for the people, properties and processes that support the institution and its missions.

It is necessary that the College should cultivate greater values of honesty, integrity, responsibility, mutual respect for persons & property, respect for human rights among its students. For achieving this the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in consonance with and supportive of and conducive to the College's main purpose and core values.

VEMU INSTITUTE OF TECHNOLOGY has focused its attention in not only making the students befitting academically and technically but also moulding the students ethically, morally, spiritually splendid and humane.

All the students, as members of VEMU Institute of Technology, are required to observe all the rules that are proposed under this code of conduct.

RESPONSIBILITIES OF THE STUDENTS

It shall be the responsibility of the students


1. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
2. To behave and conduct themselves in the college campus, hostels and premises in a dignified and courteous manner that project due respect to the authorities, employees and elders.
3. To follow decent and formal dressing manners.
4. To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the college.
5. To access all educational opportunities and benefits available at the in the premises and make good use of them to enrich academically and inculcate scientific temper.
6. Strive to develop appropriate work attitudes and habits.
7. To respect the laws of the nation, human rights and to maintain in a responsible and dignified manner at all times.
8. To respect the cultural, traditional and social values nurtured and followed by People of this Nation.
9. To report any violation of this Code to the functionaries under this Code.
10. To inform the parents'/guardians' about such code of conduct enforced by the administrative authorities & the parents'/guardians' are expected to cooperate with the college authorities in executing the code of conduct for the betterment of their wards.

BEHAVIOUR & CONDUCT OF THE STUDENT

1. Students are advised to dress well & address well
2. Students shall not participate in cheating or plagiarizing their work or the work of others..Be scrupulously honest in all academic activities and with all staff and students
3. Express themselves without the use of profane language or offensive gestures.
4. Participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
5. Show respect for others by not participating in teasing and ridiculing
6. Show respect for others by not wearing clothing with inappropriate messages (i.e., profane language, racial or sexual references, and references to alcohol/illegal drugs or gang related).
7. Ensure the personal property of others.
8. Respect and follow directions from all staff of the College.
9. Respect the safety of others by not bringing real or imitation weapons to College or to the hostel/campus.
10. Student's should not indulge in spread rumors.
11. Students in the labs should wear the dress prescribed and wearing shoe is otherwise they will not be allowed in to the lab. If any thing untoward incident take place soon it should be reported to the concerned lab incharge/Professor concerned.

In Campus

1. Students are expected to spend if free time is available in the Library/Reading/Laboratory Room. They shall not loiter along the verandas or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
2. All students must wear their identity cards while on the campus, in a manner visible to all.
3. Possession or consumption of chewing gum, narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels. VEMU is a "Smoking free and pollution free Campus".
4. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral activities within the Campus and hostels.
5. Engaging in trade /online trade activities within the campus is prohibited.
6. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
7. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to public, private or College properties.
8. Distribution of circulars unauthorized notices, pamphlets, leaflets etc within the Campus or in hosteler strictly prohibited. The possession, distribution or exhibition of any item by any means which is per Se obscene is prohibited within the Campus or in any property owned/ managed by the College.

- 
9. No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, and buildings or on the compound walls.
 10. No student shall collect money either by request or by coercion from others within the campus or hostels.
 11. The College being a temple of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus and hostels and even out side.
 12. Engaging in gherao, keeping under captivity and illegally confining any official of the College is prohibited.
 13. Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
 14. Students are not permitted to undertake any Educational tours or Industrial visits without the prior approval and permission of the Principal. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students’
 15. Students are strongly discouraged from coming to the College in their own vehicles. Vehicles should be parked in the parking space only. Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than two riders in the College premises is prohibited. Any case of mishaps causing injury will be notified to the Police. Students are warned that any violation of rules, their vehicles will be locked/seized by the security.
 16. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
 17. In order to avoid loss and to prevent occurrence of embarrassing situations students should avoid wearing / carrying of /keeping with them any item of expensive jewellery nor should they carry / keep with them more money than required nor expensive electronic gadgets.
 18. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police. In such instances the accused may expel from the Institution
 19. Involvement in any criminal offence under Indian Legal System will result in suspension or expulsion from the college.
 20. Students charged with criminal offence or under suspension shall not enter the College Campus without the permission of the competent authority.
 21. Students must not bring camera mobiles to the college. They must switch of the mobile phones on the campus.
 22. Students must not engage in photographing, audio-taping or videotaping the activities of the class and campus without the permission of Administrative authorities(as the case may be), concerned. They should not involve in inappropriate use of digital technology.
 23. Any conduct which leads to degrading of the esteem of the College is prohibited.

In Academic area

1. Student shall abide by the rules and regulations stipulated by JNTUA / AICTE / APSCHE / Govt. of AP/Govt. of India/UGC that are in vogue from time to time.
2. It is understood that student achievement is a direct result of attending and participating in classroom instruction and classroom activities. It is, therefore, a requirement for students to attend all classes on time and with the appropriate materials.
3. Every student has the right to an uninterrupted and safe instructional environment. Behaviors' which interfere with student learning will not be tolerated.
4. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline. Silence shall be maintained in all the academic premises of the college.
5. Attend all classes on time. Students who come late will not be awarded attendance and may be denied entry to the class.
6. Be prepared for class with the appropriate materials and assignments completed
7. No student shall enter or leave the classroom when the session is on without the permission of the professor concerned.
8. Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the college and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.
9. Students should keep the class rooms tidy. They should switch off lights and fans when they are not required.
10. Students should keep the classrooms clean. They must not engage in destruction of college property. If a property is damaged, the individual(s) concerned/ the class concerned or student group as a whole (as the case may be) will have to compensate the same.
11. Chewing Gum or eatables inside the academic area is strictly prohibited.
12. Malpractice of any kind is prohibited during the Laboratory classes / internal / external.

University Examination

1. Students who indulge in any form of malpractice/copying from neighbors with Paper bits/Books/Notes/Calculators/Cell Phones etc., in the internal tests / assignments , will not be evaluated in that course.
2. Students who indulge in copying in any examination or tests from neighbors with Paper bits/Books/Notes/Calculators/Cell Phones etc., will be severely dealt as per and with the prescribed University norms.
3. All students have to attend laboratory classes with full presentation.
4. Prescribed dress code has to be maintained in respective labs.
5. Records should be brought and instructions should be followed accordingly. Students should possess identity card and hall tickets during examination session
6. Students are not permitted to use mobile phones in any of the academic area (class room, Library, Computer Centre, Examination Halls, etc). Mobile phones with camera/Blue


tooth/wifi facilities are strictly prohibited and if any student is in possession of such phones, the phones will be confiscated.

7. Use of Internet for the purpose other than permitted academic related activities is banned.
8. Students are responsible for any textbooks, library books, or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have in-college privileges removed or suspended.
9. Interfering or tampering any of the office records of college / university is a serious offence and will result in suspension / rustication.

Duties of Students

To be in the campus 10 minutes before the scheduled college timings and stay back till the college timings are over.

1. Follow the disciplinary measures of the institute i.e. the dress code, punctuality, regularity, sincerity etc.
2. Prior intimation to the authorities (Coordinator/HOD) in case of absenting the class/college is essential.
3. Usage of cell phones with camera facility is strictly prohibited while in the campus.
4. Secure **100% attendance** and be a role model to others. This helps you to learn the concepts and to lay a good foundation in the subjects with continuity.
5. Be prepared to the class in advance and interact with the faculty.
6. habituate of asking doubts, queries etc. to enable you to understand the subjects well.
7. Write all the tests/assignments with good preparation.
8. Maintain good rapport with the faculty and the HOD.
9. Develop interest in preparing material on latest topics and keep ready to participate in seminars.
10. Participate in all the department and college level functions with zeal and interest and
11. Develop team and leadership qualities.
12. Prepare well for the UNIVERSITY EXAMS right from the beginning.
13. Attend the EXAMS at last 30 minutes before and bring all the relevant documents such as ID card, Hall Ticket.
14. Cultivate the habit of going to the library and referring to books and journals in addition to the text books.
15. Strive hard to secure **GOLD MEDAL** and also try to bag the best placement.
16. Contentiously keep efforts to improve communication skills, knowledge and health.
17. Read at least one English newspaper to improve your communication skills and knowledge.
18. Cultivate the habit of speaking in English.
19. Think positively, and act with confidence, maintain friendly environment, to be free from inhibition.
20. Have a well defined GOAL and work with interest, dedication and determination to achieve it.

- 
21. Batten the TIME – MANAGEMENT and spend at least FIVE hours per day towards academic preparation.
 22. Stick on to the moral and ethical values in all walks of your life.
 23. Respect your self and others. Appreciate others on their success.
 24. Participate actively in group discussions.
 25. Keep fit both mentally and physically.
 26. Inculcate good eating habits. Take plenty of water, fruits, pulses etc.
 27. Be pioneer in service oriented activities.
 28. Be grateful to the society and to your parents and to society.
 29. Wasting time, foods, water, energy and money is good-for-nothing (useless)

Dress Code

1. Students should come to the class room in decent and presentable attire. Dressing of Students should be formal.
2. Male students should wear shirt and full pants with tuck up. (Neat haircut).
3. Female students should wear salwar kameez / chudithar with thupatta / full sari.
4. For the workshops and laboratories which have rotating machines, Male students should wear Dark ash/Steel Gray colored shirt and full pants with shoes. Female Students should wear a Dark ash / Steel gray colored overcoat with shoe.
5. Student shall not wear clothing with inappropriate messages (i.e., profane language, racial or sexual references, and references to alcohol/illegal drugs or gang related.

Sanctions / Punishments

A. Minor Sanctions:

1. Warning or Reprimand

This is the least sanction envisaged in this Code. The student engaged in any prohibited behavior will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.

2. Tendering Apology

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

3. Fines


The student engaged in any prohibited behaviour/conduct may be asked to pay a fine upto Rs. 500/- towards students welfare fund.

4. Forfeiture

The tool used by the student in violating the code of conduct shall be forfeited.

B. Major Sanction:

1. Non evaluation of course: Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source, he/she shall not be evaluated in that course.



2. Debarring from attending campus recruitment: A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.

3. Suspension of Privileges: A student/group of students may be prevented from availing privilege like using common academic facilities like library, computer centre, etc; recommendations for loan/scholarship/fellowship etc; representing the institution in any national or international meet, tournament, youth festival, etc.

4. Suspension from College

A) If any student violates the code of conduct which leads to lowering of the esteem of the College or involves in ragging or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities finds prima facie evidence is available against the student, he/she shall be suspended from the college for a maximum period of 15 days, pending further enquiry by the college authorities.

B) A student may be suspended from the college for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the findings and recommendation of the enquiry committee.

5. Restitution

Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the College or any property kept in the premises of the College in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the college or any property kept in the premises of the College due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

6. Debarring from Examinations

A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/ have joined.

7. Expulsion

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the College. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishments, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this College.

RAGGING

Definition of Ragging:

Ragging within or outside the educational institution is prohibited.

Ragging means doing an act which causes or likely to cause INSULT or ANNOYANCE or FEAR or APPREHENSION or THREAT or INTIMIDATION or OUTRAGE OF MODESTY or INJURY to a student.

Ragging is an offence under Indian Penal Code. Whoever directly or indirectly commits, participates in, abets or VEMU INSTITUTE OF TECHNOLOGY Student's Conduct and disciplinary Code-2014 instigates ragging inside or outside the educational institution shall be punished. Any authority of the college can also suo moto recommend action against any student/students indulging in ragging to the Principal.

Any incident of ragging reported to taken place outside the college campus, without any enquiry, the complaint shall be forwarded to the police.

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding result.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/Expulsion from the hostel and from the institution for periods varying from
1 to 4 semesters.
8. Expulsion from the institution and consequent debarring from admission to any other institution.
9. Rustication from the institution.



CODE OF CONDUCT FOR THE TEACHING STAFF

CODE OF CONDUCT FOR TEACHERS

- Teachers should report at the classroom at the appropriate time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the Teaching work punctually at the end of the hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take an appropriate action, which shall be: Taking correctional action if it is within his/her power, or reporting the matter to the HOD/Principal.
- Every staff member shall attend all the departmental and institutional functions and should carry out responsibilities assigned with commitment to the best of their abilities.
- Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.
- Faculty and Staff Members shall not receive gifts of any kind from the students or their parents.
- Teachers shall maintain a respectable work conduct in terms of:
 - i. Preparation for the particular day's classes, with latest information added to the earlier course content.
 - ii. Keeping ready all teaching aid material required for conducting the class in an orderly manner.
 - iii. Going according to lesson plan for the day and completing the syllabus for the semester without any backlogs.
 - iv. Follow up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - v. Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers Shall Observe Good Personal Conduct in terms of:
 - i. Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - ii. Not entering into quarrels, fights or any act of disrespectful nature.
 - iii. Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - iv. Not to affiliate with any political organization since this might cause clash of interest with the duties of a teacher and the reputation of the Institution

DISCIPLINE

- Any teacher violating the code of conduct defined in the above Section of this manual shall be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any person can report the same in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- Based on the merit of the explanation offered or after the expiry of the time stipulated for submission of explanation, the Principal shall decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
 - a. Memo and Censure.
 - b. Warning in writing, with recovery of moneys, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. Any staff member receiving more than two memos or warnings will be given punishments mentioned in 'c' or 'd'.
- The Principal shall constitute a committee of 2 or more members to conduct internal enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principles of natural justice.
- The Principal shall report the proceedings of the enquiry committee with his comments to the Chairman/Correspondent if necessary.


MEMBER OF THE TEACHING PROFESSION SHALL:

- Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age language or different needed or abilities
- Keep abreast of the latest rules and regulations framed by the government, both central and state, towards students, protection.
- maintain an up to date knowledge of guidelines issued nationally, by the UGC and the state government, education authorities in so far these concern their personal and professional conduct,

- Contribute to the creation of a fair and inclusive collegiate environment by addressing discrimination, stereotyping and bullying
- Identify and refer to the competent authorities any issues that might impact on students welfare at the earliest possible stage
- Be prepared to help junior colleagues and those in training and indication In all possible ways
- Respect the authority of senior professional colleagues while retaining the right to express professional opinion and dissent
- Not reprimand, censure rebuke or criticise any colleague, or any other member of the teaching profession, in the presence of students or in public
Refrain from making public statement which bring the profession into disrepute
- Engage and work positively with the parents of students as far as possible in an open and respectful way
- Ensure that their communication with parents, students and colleagues comply with those policies and procedures issued at college, as well as those educational policies an procedures issued at national level.
- Demonstrate respect for diversity when dealing with colleagues parents, guardians or currents in their capacity as partners in the education process
- Make very effort to encourage parents and guardians to interest themselves actively in the education and welfare of students in their care.
- Maintain high standards of proactive in relation to teaching and learning, classroom management, planning monitoring assessment and reporting
- Keep update their knowledge of relevant guidelines and education development in their teaching post role and in relation teaching in general

CODE OF COUDUCT FOR NON –TEACHING STAFF

- Staff working in the college office or in the department should remain on duty during college working hours .They are advised to report for duty at least 10 minutes in advance
- Staff will carry out their duties as instructed by the authorities to whom they are attached
- Staff Working in Department Labs /Computer Labs/ Instrumentation Labs should keep the labs clean.
- Any loss or damage to any article in the Lab should be informed to the Head/in-charge immediately. A register should be maintained with regard to the damage caused.
- As per the direction of the HOD, the amount shall be collected through college office for articles damaged by the students by the respective lab in-charge
- The staff should dress in a manner that is appropriate for an academic environment
- The staff should wear their identity cards in the campus.
- Non –Teaching staff, especially who work in labs are obliged to follow the code of conduct as mentioned below
- Preparing for the practical requirements well in advance
- Behaving politely while dealing with the student when they approach any assistance

- 
- Maintaining decorum during the lab sessions
 - In case any disciplinary problems with any student in the lab session, it should be brought to the notice of the staff immediately. Direct dealing of any issues, without the knowledge of the staff in Charge/HOD is to be avoided
 - Inappropriate relationship with students must be avoided.

Media: Means the social media (including web and mobile –based technologies) such as social networks and blogs: digital media including e-mail, internet, text messaging; electronic media and print media;

Parent means father or mother or custodian of a student

Role Model means any person who serves as an example and whose behavior is emulated by others;

Student means learners at UG/PG Level

Teacher means members of the teaching profession in Sacred Heart College who are granted a warrant to practice the profession

Besides these, the code of conduct, workload conditions and other general guidelines issued by the government from time to time shall be applicable to all the stakeholders.