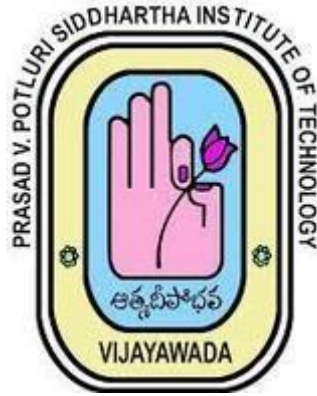


**P.V.P. SIDDHARTHA
INSTITUTE OF TECHNOLOGY**

(Autonomous)



CODE OF CONDUCT FOR

**STUDENTS, STAFF
&
ADMINISTRATORS**

P.V.P. SIDDHARTHA INSTITUTE OF TECHNOLOGY

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CODE OF CONDUCT FOR STUDENTS:

The college website has a dedicated section mentioning the code of conduct that the students are expected to follow. Violation of any of the following rules and regulations specified will lead to disciplinary action taken by the authorities against the concerned student.

- **ACADEMIC INTEGRITY:** Students must uphold the highest standards of academic honesty and integrity in all aspects of their studies, including coursework, examinations, and research projects. Unauthorized entry of outsiders into the college premises is strictly prohibited without prior permission from authorities/teachers/staff. Students must carry their Lending & Reference cards for book transactions and are not permitted to use anyone else's cards. The use of mobile phones, tablets, or similar electronic devices is strictly restricted in classrooms, examination halls, libraries, laboratories, and corridors. Violation of this rule may result in penalties.

- **ANTI-RAGGING:** The college strictly prohibits ragging in all its forms, whether within or outside the campus premises. In accordance with UGC Regulation 2009, severe measures, including expulsion, will be taken against violators. Ragging is defined as any undisciplined behavior by one or more students that may cause annoyance, hardship, physical or psychological harm, or instill fear in another student. This includes acts such as financial extortion, physical abuse (including sexual abuse, stripping, or causing bodily harm), verbal abuse (including insults or derogatory remarks), and any behavior that affects the mental health or self-confidence of another student, whether done intentionally or not. Any form of discrimination, harassment, or bullying based on race, gender, religion, nationality, or any other characteristic is unacceptable and will not be tolerated.

- **ATTENDANCE AND PUNCTUALITY:** Regular and punctual attendance to classes, laboratory sessions, and other academic activities is mandatory, as it is essential for academic success and professional development. Permission from the respective teacher must be obtained before entering or leaving during lecture sessions. Non-Collegiate status will be assigned if attendance in any subject or semester falls below 75%. Students with prolonged medical absences must submit a prescription and certificate from a Registered Physician.

- **PROFESSIONALISM:** Students must maintain a professional demeanor both inside and outside the campus, adhering to dress codes, ethical standards, and behavior conducive to the engineering profession.

Students must dress modestly. Loitering unnecessarily in corridors is discouraged. Students must display their identity cards at all times within the college premises. A fee of Rs. 100/- will be charged for issuing a duplicate card in case of loss.

• **RESPECTFUL BEHAVIOUR**: Students must demonstrate decent and humble behavior towards teachers, non-teaching staff, fellow students and all members of the college community with respect, courtesy, and professionalism at all times. Arrogance or rudeness will be considered condemnable and punishable. Students are required to foster a positive academic environment and refrain from making derogatory comments regarding any religion, caste, or creed. Consumption of tobacco in any form within the college premises is strictly prohibited, with penalties for offenders.

• **RESPONSIBLE USE OF FACILITIES**: Students are responsible for the appropriate use and care of college facilities, equipment, and resources, ensuring their proper maintenance and safety. Students are responsible for the care of college properties and must prevent any damage. Fines will be imposed on identified students responsible for damage, and if the culprit is not identified, the entire class/section will bear the loss. Students must follow safety protocols and guidelines while working in laboratories, ensuring the safety of themselves and others, and handling equipment and materials with care.

• **PROHIBITION OF PLAGIARISM**: Plagiarism, including the unauthorized use of others' work, ideas, or intellectual property without proper citation, is strictly prohibited and subject to disciplinary action. Students must respect the intellectual property rights of others, including copyrights, patents, and trademarks, and refrain from unauthorized use or distribution of copyrighted materials.

• **ENVIRONMENTAL RESPONSIBILITY**: The college campus must be kept clean, with waste disposal carried out using designated garbage bins. Lights and fans must be turned off before leaving classrooms to conserve energy.

• **RESPONSIBLE SOCIAL MEDIA USE**: Students should exercise caution and discretion when using social media, refraining from posting inappropriate or offensive content that could reflect negatively on themselves or the college.

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CODE OF CONDUCT FOR STAFF:

The college website has a dedicated section mentioning the service rules for the staff members.

The faculty members are expected to be professional and responsible to maintain a positive work environment. They should abide by the rules and regulations of the college, and be diligent and punctual in carrying out all duties.

CONDUCT RULES

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the College.

- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the College regarding the details thereof.
- i) No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the College which has been the subject matter of criticism or attack of defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body and the decision of the Governing Body, thereon, is final and binding on the employee.
- l) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc.,. Violation of this rule will amount to misconduct and attract deterrent punishment.
- m) The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc, during working hours is to be avoided.
- n) Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- o) The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.
- p) The staff members shall not interfere in any matter not connected to their job requirement.
- q) The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

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CODE OF CONDUCT FOR ADMINISTRATORS:

Administrative staff is expected to:

- a) Demonstrate courtesy and respect in all dealings with students, academic employees, and support staff;
- b) Be fully conversant with all aspects of the College's policies and procedures and will be prepared to implement them;
- c) Be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them;
- d) Demonstrate their respect for the professionalism of faculty and support staff;
- e) Give faculty and support staff who agree to accept assignments currently outside their qualifications and skills but within their expected potential a commitment to provide the time or training needed to successfully perform these assignments;
- f) Ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee;
- g) Meet College deadlines for preparation of such items as standard workload forms, timetable profiles, and textbook ordering, as well as deadlines for submission of grades, timesheets to payroll, and budget data;
- h) Practice fiscal responsibility to ensure that all expenditures fall within budget and use common sense in the expenditure of College funds;
- i) Exercise caution in the expenditure of College funds and ensure that due process and fair bidding practices are observed.
- j) Demonstrate support of the need for accurate class lists by supplying them in a timely fashion; and establish and maintain co-operative and collegial relationships with other administrative staff members;
- k) Work diligently to ensure that the College provides faculty and staff with the tools needed to do their jobs and will act promptly to remedy such short-term deficiencies as equipment failures or classroom problems.