

Code of Conduct Manual

For Academic Year

2021-2022



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY
VIDYA NAGAR, PRODDATUR– 516 360**

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Code of Conduct Manual for AY 2021-22

CODE OF CONDUCT FOR STUDENTS

PREAMBLE

Chaitanya Bharathi Institute of Technology is committed to maintain, endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects students to uphold these standards in their day-to-day decisions, actions, and interactions. The code of conduct is necessary to mark the boundaries of this needed order. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the Code of Conduct.

RESPONSIBILITIES OF STUDENTS

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions policy to value and support an institute community that is diverse in gender, caste, creed, religion, region, nationality, educational background, talent, skill, and experience.

STUDENT COMMITMENT

3. Shall be in time to the institution.
4. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
5. Follow the instructions of the teacher carefully in the classrooms.
6. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
7. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
8. Meet all deadlines of assignments, submission of projects, records and posters.
9. Abide by the rules of various laboratories and not damaging the equipments.
10. Cultivate the habit of looking at the notice boards of the institute/department every day.
11. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
12. Maintain silence in the library and utilize its resources and space without causing damage.
13. Not to be in the canteen during working hours of the institute.

ACADEMIC MISCONDUCT

14. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
15. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.
16. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.
17. When attending events outside the campus and representing the institution, the code of conduct will still be in effect

CAUSING DISREPUTE TO OTHER STUDENTS

18. Communicate opinions to others in a fair and constructive manner.
19. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
20. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identity cards at all times.
21. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
22. Avoid use of mobile phones in classrooms and common areas.
23. Not to form any formal and informal groups on the basis of caste, community and religion.
24. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month/in the academic year.
25. To furnish in their own interest, the change in the address of father/guardian, if any, to the office/department as soon as they return from summer.
26. Students are prohibited from speaking on behalf of, or for, college with any media organization or publication without written permission of the Office of college Communications.
27. Violation of University rules is strictly prohibited.
28. Promote sustainability and reduce the impact on environment in all our actions.
29. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations. All students of the institution should abide by this policy. The institution will not tolerate unethical. Conduct and violations are subject to disciplinary actions.
30. The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.

PUNISHMENT AND PENALTIES

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.

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CODE OF CONDUCT FOR TEACHERS

This Code of Conduct applies to the teaching members of the institute.

Introduction:

Chaitanya Bharathi Institute of Technology is striving for academic excellence, and progress of Engineering. Education and research have been conducted in alignment with our national needs and priorities and ensure that our mission, objectives make contributions to global needs. Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

THE CODE OF CONDUCT TEACHERS

- a. Shall read, understand and comply with institutes policies.
- b. Shall abide by the institutes policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
- c. Shall be in time to the institute.
- d. Shall be regular and punctual to the classes.
- e. Must conduct one hour class and take attendance in the beginning of class.
- f. Daily lesson should be planned ahead and taught in the most effective and innovative way.
- g. Class should be well structured, interactive and involving student cohort.
- h. Notes of units should be included in the course file.

TEACHERS AND THE STUDENTS

- i. Teachers should prepare students for their examinations, hence be well versed with objectives and outcomes of each unit and the related scheme and policies of the affiliated university.
- j. Syllabus completion should be according to academic calendar.
- k. Students learning should be assessed periodically and modification of teaching and assignments done accordingly.
- l. Shall maintain the course file with all necessary documents including previous year question papers and their answer keys.
- m. mentorship shall be fulfilled in order to enhance student's academic performance.
- n. Do not show partiality or hold grudges towards students/colleagues.
- o. The teacher is in-charge of students during the class.
- p. Be impartial when discharging one's duties and not offer preferential treatment to any student, instead should be motivating, comforting, listening to and encouraging students and radiating enthusiasm.

- q. A teacher finding a student committing any act of academic or non-academic misconduct within the college campus shall be responsible to immediately report to authorities concerned. In case of unsurity of the behavior if it is against the code then the matter should be discussed with Deans, Heads of Departments, Principal or Vice Principal.
- r. Shall be a springboard for the student's academic success, personal growth and placement in the national and global arena.

TEACHERS AND THE PARENT

- s. Shall attend to the parent's queries as a true representative of the institution, clarify their doubts, give them freedom to express their views and help them understand the institute's framework.
Teachers shall observe good personal conduct in terms of:
- a. Follow Dress code
-Shall be in respectable attire, befitting the society's expectations.
- b. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornamentone wears and also maintain personal hygiene at all times.
- c. Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
- d. Shall Endeavour to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
- e. Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
- f. Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
- g. Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
- h. Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
- i. Incharge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
- j. Refuse any gift/favor that could place individual or institute in embarrassing position.

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TEACHERS AND COLLEAGUES

- k. Communicate opinions to others in a fair and constructive manner and respect the rights and dignity of others regardless of our differences and different perspectives.
- l. Voice any differences of opinion respectfully and directly to those colleagues with whom we disagree and not in common areas and manage conflicts appropriately.
- m. Exercise professional exemplary competence, teamwork, objectivity, dignity, innovative teaching methods, diligence.
- n. Make the institution a safe place to work and learn. Adhere to good health and safety practices and comply with all health and safety laws and regulations.
- o. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
- p. Adhere to the institutes grant, contractual and legal obligations and comply with all laws and regulations governing the receipt and disbursement of sponsored funds.
- q. Promote sustainability and reduce the impact on environment in all our actions.

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CODE OF CONDUCT FOR EMPLOYEES

The term employee includes non-teaching staff and other staff which come under this preview. The following code of conduct applies to all of the employees mentioned below:

1. General Rules:

- a. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
- b. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- c. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behavior should reflect good values.
- d. Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- e. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f. The institute is committed to maintain and endorse a culture of conduct that showcases excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
- g. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

2. Confidentiality:

- a. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.
- b. Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

3. Gifts:

- a. Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

4. Private employment or trade and investment:

- a. No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

5. Attendance at Meeting:

- a. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

6. Consumption of intoxicating drinks and drugs:

- a. An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

7. Misconduct:

- a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- b. Acting in a manner prejudicial to the interests of the Institution.
- c. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- g. Damage to any property of the Institution.

8. Explanation:

For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:

- a. Physical contact and advances;
- b. Demand or request for sexual favors;
- c. Sexually colored remarks;
- d. Showing any pornography; or
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.

9. Representations:

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

10. Interpretation:

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.



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CODE OF CONDUCT FOR ADMINISTRATORS

Introduction and Purpose

1. Introduction: As members of Chaitanya Bharathi Institute of Technology community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
2. Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
3. Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow for their full participation in that community.
4. The institute will not tolerate harassment (and personal harassment), discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to abide by the institute's Code of Conduct.
5. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
6. Prevention and Resolution of Campus Ragging/Bullying The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.

7. Sexual Harassment Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.

8. Academic Freedom Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.

9. All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.

10. Confidentiality Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.

11. Personal and Professional Responsibility

- a. Fraud and Corruption The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at Chaitanya Bharathi Institute of Technology, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
- b. Ethical Conduct of Research Chaitanya Bharathi Institute of Technology college expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.

12. Recruit with a commitment to diversity and inclusion.

13. Communicate opinions to others in a fair and constructive manner.

14. A standard of Integrity and Quality Chaitanya Bharathi Institute of Technology recognizes that it must earn reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.

15. Financial Reporting All University accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

16. Reporting Suspected Violations: Reporting to Management Members of the Chaitanya Bharathi Institute of Technology community should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. Members should not ignore violation of conduct of others. It is obligatory to report any violation which falls in framework of codes. Cooperation of all employees are expected to cooperate fully in the investigation of any misconduct.

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FUNCTIONS:

Code of conduct of Chaitanya Bharathi Institute of Technology clarifies institute's mission, vision and principles, linking them with standards of professional conduct. The code articulates the values the organization wishes to foster in its administrators, staff, students and other employees and, in doing so, defines desired behavior.

Functions of the cell

To built self esteem and dignity among girl students and ladies faculty members. To offer service such as counseling, legal aid in case of atrocities against women.

To create awareness regarding women rights.

To avoid and prohibit sexual harassment at workplace.

To arrange programs regarding health, personality development etc.

FACILITY: Any noncompliance with the code of conduct should be reported to Internal Compliant Committee