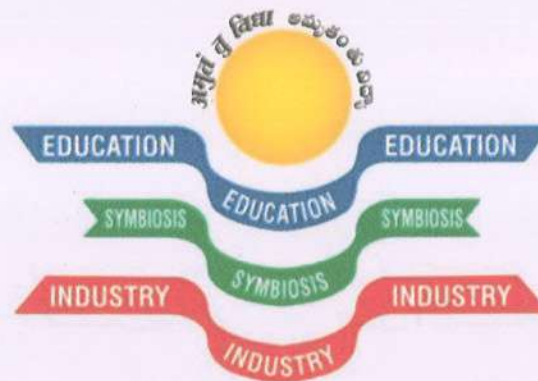


Handbook
for
Code of Conduct
Students, Faculty and Administration



DVR & Dr. HS

MIC College of Technology

An Autonomous Institute

ISO9001:2015 Certified Institute

Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada

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CODE OF CONDUCT FOR STUDENTS

PREAMBLE

This Hand book indicates the standard procedures and practices of MICT for all students enrolling with the Institute for pursuing various courses. All students must understand and abide by this Code of Conduct.

The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of disciplinary actions.

PRINCIPLES

This Code of Conduct has been formulated to provide a clear statement of the college expectations of students in respect of academic matters and personal behaviour.

The college recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students must comply with the requirements laid down in this Code of Conduct.

The college reaffirms its commitment to;

1. High academic standards, intellectual rigor and a high quality education
2. Intellectual freedom and social responsibility
3. Recognition of the importance of ideas and the pursuit of critical, and open inquiry
4. Tolerance, honesty and respect
5. High standards of ethical behavior

PERSONAL CONDUCT

All students must

1. Treat all employees, public and other students with respect, dignity, impartiality, courtesy and sensitivity
2. Maintain a cooperative and collaborative approach to inter-personal relationships
3. Act honestly and ethically in their dealings with college employees and other students
4. Respect the privacy of employees and other students
5. Ensure that they do not act in a manner that unnecessarily affects the ability of employees and other students to carry out their study, research or work at the college
6. Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees and other students.

ACADEMIC CONDUCT

All students must

1. Follow current information in the college website, notice board, circular etc., and observe key dates and deadlines
2. Read all official correspondence from the college
3. Act ethically and honestly in the preparation, submission and publication of academic work, and during all forms of assessment, including final examinations
4. Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically
5. Use college resources, including information and communication technology resources, in a lawful and ethical manner and for college purposes only.

PROHIBITED CONDUCT

Prohibited conduct under the Code includes but is not limited to

1. Assaulting, harassing, intimidating, or threatening another individual or group
2. Endangering the health or safety of others
3. Stealing, misusing, destroying, defacing or damaging college property or property belonging to someone else
4. Disrupting college activities
5. Using college facilities, equipment, services or computers without authorization
6. Making false accusations against any member of the college
7. Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code
8. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
9. Rash driving on the campus that may cause any inconvenience to others
10. Theft or unauthorized access to others resources
11. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission
12. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

DISCIPLINARY MEASURES

Disciplinary Measures that may be imposed under the Code include but are not limited to:

1. Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of our Institute.
2. As per the order of the Honourable Supreme Court of India, ragging in any form is considered a criminal offense and is banned. Any form of ragging will be severely dealt with.
3. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
 - a. Lack of courtesy and decorum, indecent behaviour anywhere within or outside the campus.
 - b. Wilful damage or distribution of alcoholic drinks or any kind of narcotics to fellow students/citizens.

The following activities are not allowed within the campus

1. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
2. Mutilation or unauthorized possession of library books.
3. Noisy and unseemly behaviour, disturbing studies of fellow students.
4. Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime, etc.
5. Use of cell phones on the campus.
6. Plagiarism of any nature.
7. Any other act of gross indiscipline as decided by the college from time to time.
8. Commensurate with the gravity of an offense, the punishment may be reprimanded, fine, expulsion from the institute / hostel, debarment from an examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
9. For an offense committed in (i) a hostel (ii) a department or in a classroom and (iii) elsewhere, the Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
10. Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
11. Unauthorized collection of money in any form is strictly prohibited.
12. Detained and Break-in-Study candidates are allowed into the campus for academic purposes only with permission from the authorities.
13. Misconduct committed by a student outside the college campus, but having the effect of

damaging, undermining and tarnishing the image and reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.

14. The Disciplinary Action Committee constituted by the Principal shall be the authority to investigate the details of the offense, and recommend disciplinary action based on the nature and extent of the offense committed.
15. "Grievance appeal Committee" (General) constituted by the Principal shall deal with all grievances pertaining to the academic / administrative /disciplinary matters.
16. All the students must abide by the code of conduct rules of the college.
17. The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations to a Malpractice Enquiry Committee constituted for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee.
18. Any action on the part of the candidate at an examination trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder.
 - i) Written warning or reprimand
 - ii) Probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated
 - iii) Restriction or prohibition of access to, or use of college facilities, services, activities or programs
 - iv) Fines or loss of fees
 - v) Suspension
19. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.



PRINCIPAL
JVR & Dr. HS MIC College of Technology,
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

STUDEN TUNDERTAKING AT THE TIME OF ADMISSION

RULES & REGULATIONS

1. The College will be run by the Management with the Principal being the Head of the Institution.
2. The Management or the Principal can take any appropriate action as deemed fit in exigencies to protect or maintain general discipline, prestige and standards of the Institution and such other decisions which are final and binding on the students.
3. Students of the College are not permitted to resort to strikes and demonstrations within the college. Participation in any such activity shall automatically result in dismissal from the college.
4. No student Unions except professional associations are permitted in the college.
5. Any student responsible for bringing outsiders into the college campus for settling student disputes will be expelled from the college.
6. Smoking, consumption of alcoholic drinks, playing cards, gambling of any kind is prohibited within the college premises.
7. No student shall leave the classroom without the permission of the teacher or until the class is over.
8. Students should not sit on the parapet walls or on the steps or on the staircases. They are forbidden from loitering in the verandas or on the campus at any time during the session of the college.
9. Calling students out of their classrooms while the lecture is in progress is prohibited.
10. Students are forbidden from smoking inside the college premises.
11. Students should keep their vehicles parked only at the place allotted for the purpose. Riding vehicles beyond limits on the campus is strictly prohibited.
12. In case of cancellation of a class, students shall go to the Library, but not to be found anywhere else on the campus.
13. Hall tickets will be issued for the Semester-end Examinations only after the students clear all the dues including dues to the hostel.
14. Any student found to be violating the rules of conduct and discipline will be dealt with severely including expulsion from college. Their misbehavior will also be reflected in the conduct certificate issued at the time of leaving the college.



PRINCIPAL

**OVR & Dr. HS MIO College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180**

15. No one should indulge in ragging or Eve-Teasing in any form which attracts serious punishment and entails summary dismissal also, vide Andhra Pradesh Prohibition of Ragging Act, 1997.
16. All candidates who secure admission in to the college are deemed to have agreed to all rules and regulations as and when added, deleted or amended from time to time. If any clarification or doubt arises in respect of the above rules and regulations, I shall abide by for the Management to issue the clarification and it is final and binding on me.
17. All candidates, provisionally selected for admission will be required to pay the prescribed tuition fee and other specified fee. Failure of the same will result in the cancellation of provisional admission. No portion of any fee, once paid, will be refunded under any circumstances. If any student wishes to discontinue the course for any reason he / she shall not be permitted to do so unless he / she pays 50% or 100% (depending on the admission procedure through which the student got admission) of the balance amount of fee which he / she would have paid had he / she continued till the completion of the course. His / Her original certificates including T.C. etc will be issued only if the student pays as stated above.
18. All the students who secure admission in this college should display Identity Cards on person compulsorily on the campus. (not in pockets).
19. The students should not carry and use any kind of cell phones on the college campus.
20. All the students who secure admission into 1/4 B. Tech in this college should follow the uniform prescribed. They should strictly follow the uniform / dress code in the subsequent years of their study.
- a) BOYS
Full / Half Sleeved Shirt with Light Color and Simple Design trousers, Shoe or Chappals (Hawaii or plastic chappals are not allowed).
- b) GIRLS
Long Top with Chunni, Salwar Kameez, Shoe or Chappals (Hawaii or plastic Chappals are not allowed).
21. Following Informal Dresses are not allowed:
- (a) T-Shirt
(b) Over sized, under sized, unshapely shirts
(c) Shorts and Jeans.
(d) Slippers, Track Pants, Flowery Shirts with Casual Images.

- (e) Dropping Pants, Sleeveless blouse, Baggies, Cargos etc.
22. Ragging within or outside the college campus is prohibited under prohibition of ragging in Educational Institution Act of 26 of 1977. A student against whom there is prima facie evidence of ragging in any form will be viewed seriously according to Ragging Act.
23. The students should follow any other rules framed by the college from time to time.
24. Misconduct committed by a student outside the college campus but having the effect of damaging, undermining and tarnishing the image and reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.

GUIDELINES FRAMED AGAINST RAGGING

1. Except parents and guardians, no outsider shall enter the Institution without permission of the Principal.
2. Students indulging in ragging shall be suspended by the Principal and debarred from entering the campus except for attending inquiry or/and submitting explanation.
3. All students shall possess identity cards and show them on demand.
4. The teachers of the first year students shall not leave the class room until the teacher of the subsequent class comes to the class room.
5. The Principal and the Warden besides the authorities or teachers entrusted with this work can inspect the hostels at any time.
6. Ragging is prohibited as per Act of A.P. Legislative Assembly, 1997.
7. Ragging entails heavy fines and / or imprisonment.
8. Ragging invokes suspension and dismissal from the college.
9. Outsiders are prohibited from entering the college and hostels without permission.
10. The Principal and the Wardens may visit the hostels and inspect the rooms at any time.
11. The CERTIFICATES of students involved in the ragging will be EMBOSSSED "INVOLVED IN RAGGING".

PUNISHMENTS

Nature of Ragging	Punishment
1. Teasing, Embarrassing and humiliation	Imprisonment upto 6months or fine upto Rs.1000/- or both.
2. Assaulting or using criminal force or criminal intimidation.	Imprisonment upto 1year or fine up to Rs.2000/- or both.
3. Wrongfully restraining or confining or causing hurt.	Imprisonment upto 2years or fine up to Rs.5000/- or both.
4. Causing grievous hurt, kidnapping or rape or committing unnatural offence.	Imprisonment upto 5years and fine up to Rs.10,000/-
5. Causing death or abetting suicide	Imprisonment upto 10 years and fine up to Rs.50,000/-

Note:

1. A student convicted of any of the above offences will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other College.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the College immediately.

CODE OF CONDUCT FOR FACULTY AND ADMINISTRATION

The college strives to provide and sustain an environment conducive to students and faculty for sharing, extending, and critically examining knowledge and values, and for furthering the search for wisdom. Effective performance of these requires that faculty members must be competent to pursue and teach with appropriate standards and scholarship.

PRINCIPLES

This Code has been formulated to provide a clear statement of the college policy for its staff in respect of their professional and personal conduct. The Code reflects, and is intended to advance the object of the college, as well as to secure the observance of its values of

- Responsibility and service through leadership in the community
 - Quality and sustainability in meeting the needs of the stakeholders of college
 - Merit, equity and diversity in our student body
 - Integrity, professionalism and collegiality in our staff
 - Lifelong relationship and friendship with our alumni
- These values must inform the conduct of staff in upholding and advancing;
- Freedom to pursue critical and open inquiry in a responsible manner
 - Recognition of the importance of ideas and ideals
 - Tolerance, honesty, respect, and ethical behavior
 - Understanding the needs of those we serve

APPLICATION OF THE CODE

This Code applies to all college staff (Teaching and nonteaching). All staff members are required to comply with the obligations set out in this Code and act in a way that the college upholds its values. All are required to comply with the Code in respect of their activities relating to the college and/or its staff or students.

PERSONAL AND PROFESSIONAL BEHAVIOUR

In performing the college duties and functions, the behaviour and conduct of staff must be informed by the college.

All staff members must

1. Maintain and develop knowledge and understanding of their area of expertise or professional field;

2. Exercise their best professional and ethical judgment and carry out their duties and functions with integrity and objectivity;
3. Act fairly and reasonably, and treat students, staff, visitors to the college and members of the public with respect, impartiality, courtesy and sensitivity;
4. Avoid conflicts of interest;
5. Maintain a co-operative and collaborative approach to working relationships; and
6. Comply with all applicable legislation, industrial instruments, professional codes of conduct or practice and college policies, including in relation to:
 - a. the conduct of research;
 - b. confidentiality and privacy of information;
 - c. equal opportunity;
 - d. health and safety policies and practices;
 - e. efficient and effective use of college resources including information communication and technology resources; and
 - f. Protection of the college interests in intellectual property arising from its teaching and research.

COLLEGE TIMINGS AND REGULARITY

- a. Staff must follow college timings and sign the attendance register
- b. Members must apply for leave well in advance in normal circumstances

ACCEPTANCE OF GIFTS AND BENEFITS

Staff members must not solicit nor accept gifts or benefits, either for themselves or for another person, which either directly or indirectly, compromise or influence them in the college capacity or might appear to do so.

Staff must report any offers of bribes to their superior. Staff shall not engage in tuitions or any form of gainful employment.

USE AND SECURITY OF OFFICIAL INFORMATION

All Staff members must;

1. Maintain the integrity, confidentiality and privacy of college records and information to which they have access in the course of their employment
2. Take all reasonable precautions to prevent unauthorized access to, or misuse of, college records and information; and

Staff members must not;

1. Disclose, or offer to supply, confidential records or information,
2. Access or use information, including information on electronic systems and hardcopy files, other than for an authorized purpose; or

3. Destroy, or authorize the destruction of, college records other than in accordance with college policy.

USE OF COLLEGE RESOURCES

Staff members must:

1. Use all college resources in an efficient manner and for college purposes only,
2. The college mail, telephones (including mobile phones), facsimile machines, email and internet are provided for college use. Excessive and/or unauthorized personal use of any of these facilities can lead to disciplinary action against a staff member.
3. Staff should be aware that the communication resources must be used to carry out the functions of the college.

EQUITY OF ACCESS AND PREVENTION OF DISCRIMINATION

Staff members must not harass or discriminate against students, staff, visitors to the campus, or members of the public.

WORK HEALTH AND SAFETY

While at work or performing duties or functions for the college and staff must

1. Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work; and
2. Cooperate with the college to ensure compliance with all relevant health and safety laws.

Staff and affiliates must take care not to put themselves or other college community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should staff or affiliates attend for duty under the influence of alcohol or drugs. Smoking tobacco is banned in the college premises.

The faculty and staff should maintain proper dress code.

- Gents - Formal Pant and Shirt (T-shirts and Jeans are not allowed)
- Ladies – Sari (Chudidhar, Jeans and Pants are not allowed)

Four/two wheeler to be parked in the allotted parking area.

Faculty and staff should display the ID card on person in the campus and also while coming into the campus