

# CODE OF CONDUCT HAND BOOK



(Approved in the Governing Body Meeting)

**BABA INSTITUTE OF TECHNOLOGY AND SCIENCES**

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, *ISO 9001-2008 Certified*)  
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## CONTENTS

<b>S.No</b>	<b>Title</b>	<b>Page.No</b>
1	CODE OF CONDUCT FOR STUDENTS	1
2	CODE OF CONDUCT FOR TEACHERS	3
3	CODE OF CONDUCT FOR EMPLOYEES	5
4	CODE OF CONDUCT FOR ADMINISTRATORS	6
5	FUNCTIONS OF THE COMMITTEE	8

## **CODE OF CONDUCT FOR STUDENTS**

### **PREAMBLE**

**Baba Institute of Technology and Sciences** 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. Violations of the laws may constitute violations of the code. Students are expected to abide by the Code of Conduct.

### **RESPONSIBILITIES OF STUDENTS**

- Shall Read, understand and comply with institute's policies and take responsibility for actions
- Shall abide by the institution's 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**

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

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### **ACADEMIC MISCONDUCT**

1. 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 are liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.

2. 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.

### **DISCIPLINARY VIOLATIONS**

1. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct.
2. To note that all types of malpractices and unfair means in the examinations inclusive of assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences.

### **CAUSING FRIENDLY ENVIRONMENT**

1. Communicate opinions to others in a fair and constructive manner.
2. To Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. To dress themselves in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the Institutes identity cards at all times in the Campus.
4. Use Institute's resources (facilities, equipment, supplies, and vehicles) lawfully.
5. Avoid usage of mobile phones in the Campus.
6. Not to form any formal and informal groups on the basis of caste, community and religion.
7. To note that the scholarship amount will be released only when all the scholarship holders put in 75% of attendance every month in the academic year.
8. To furnish in their own interest, the change in the address of father/guardian, if any, to the office/department as and when it occurs.
9. Students are prohibited from speaking on behalf of, or for, college with any media organization or publication without written permission from the Office of college Communications.
10. Violation of Institution rules is strictly prohibited.
11. Promote sustainability and reduce the impact on environment in all our actions.

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12. To 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 should abide by the policy of the Institution. Any violations are subjected to disciplinary actions.
13. The aggrieved student would submit in writing his/her grievance to the Grievance Redressal Cell.

## **PUNISHMENT AND PENALTIES**

Warning/ Suspension/ Fines/ Dismissal/ Withholding of degree of the programme are actions which may be taken, when a student has been found to have violated the student code of conduct.

## **CODE OF CONDUCT FOR TEACHERS**

### **INTRODUCTION:**

**Baba Institute of Technology and Sciences** is striving for Academic Excellence, and progress of Engineering education and Research in alignment with National needs and priorities. In order to achieve the Mission and Objectives to meet global needs. The teachers should enjoy full civic rights of our Democratic Country. Teachers have a right to fulfill the conditions of service with Professional Independence.

### **THE CODE OF CONDUCT OF TEACHERS**

- a. Shall read, understand and comply with Institute's policies.
- b. Shall abide by the Institute's policy to value and support the 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. Detailed Lesson Plan of the subject taught to be ready as per outcome based education with mention of COs and POs before the commencement of class work.
- g. Conduct of Class should be well structured with interaction of students.
- h. Lecture Notes of all units to be included in the course file.

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### **TEACHERS AND THE STUDENTS**

1. 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.
2. Syllabus completion should be according to academic calendar.
3. Students learning should be assessed periodically as per the University schedule.
4. Shall maintain the course file with all necessary documents.
5. Mentorship shall be fulfilled in order to enhance student's academic performance.

6. Do not show partiality or hold grudges towards students/colleagues.
7. The Teachers are In-Charge of the students during their classes.
8. 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.
9. 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 Heads of Departments and Principal.
10. Shall be a springboard for the student's academic success, personal growth and placement in the national and global arena.

### **TEACHERS AND THE PARENT**

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. 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 ornamental wear 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.
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- 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. In charge 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 an embarrassing position.

## CODE OF CONDUCT FOR EMPLOYEES

The term employee includes non-teaching staff and other staff . 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 full- 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 endorse a culture of conduct that showcase 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 they have to engage, there should be prior sanction from the 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 any unavoidable reasons, he/she is unable to attend any meeting, he/she should send a prior intimation to the concerned authority in order to arrange for a substitute.

**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.

**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 superiors.
- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to higher authorities.
- e. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- f. Damage to any property of the Institution.

**8. 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.

**9. Interpretation:**

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

**CODE OF CONDUCT FOR ADMINISTRATORS**

**Introduction**

As members of **Baba Institute of Technology and Sciences** community, all administrative staff 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.

### **Purpose**

For the common purpose of the college's commitment and to uphold the ethical, professional and legal standards are the basis for long-term decisions and actions. It helps disseminate awareness to all the involved to create an educational environment characterized by clarity, transparency and affinity.

1. Adherence of violations to this Code makes the members responsible for bringing suspected violations of the applicable standards, policies, laws or regulations.
2. As part of Equity and Justice, People are to be treated fairly – not discriminated against, abused or exploited.
3. The institute will not allow indecency, discrimination, unsafe work practices, unethical conduct. Members are expected to abide by the Institute's Code of Conduct.
4. 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.

### **PERSONAL AND PROFESSIONAL RESPONSIBILITY**

1. The college Policy on Deception and Corruption, in conjunction with the Guidelines for Dealing with Deception and Corruption at **Baba Institute of Technology and Sciences**, 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 Deception and Corruption and the conduct of investigations.
2. **Baba Institute of Technology and Sciences** expects all those engaged in research, to observe high ethical standards in the conduct of research with relevance to comply with the obligations imposed by the codes of practices as outlined by the college and other relevant funding bodies.
3. Work with Commitment to Diversity and Inclusion.
4. Communicate opinions to others in a fair and constructive manner.
5. **Baba Institute of Technology and Sciences** recognizes that it must earn reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations.
6. All Institution 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.

**FUNCTIONS:**

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

**FUNCTIONS OF THE WOMEN EMPOWERMENT CELL,**

- To built self esteem and dignity among girl students and female 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 Disciplinary Committee

  
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