



RULES, REGULATIONS & CODE OF CONDUCT-2018

PREAMBLE

This Handbook indicates the standard procedures and practices of Khammam Institute of Technology & Sciences, Khammam (hereinafter referred to as the 'Institute') for all the staff and also students enrolling with the Institute for pursuing varied courses. All the members (staff and also students) must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well aware with this Code.

JURISDICTION

The Institute shall have the jurisdiction over the conduct of the members associated / enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- ✚ Any violations of the Sexual Harassment Policy of the Institute against other members of the Institute.
- ✚ Physical assault, threats of violence, or conduct that threatens the health or safety of any person including others of the Institute;
- ✚ Possession or use of weapons, explosives, or destructive devices off campus
- ✚ Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- ✚ Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.


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DUTIES, RESPONSIBILITIES AND CODE OF CONDUCT OF FACULTY MEMBERS

Teaching-Learning: A Faculty is responsible for

- ✚ Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- ✚ Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- ✚ Conducting the core / elective course as project based / experimental / activity
- ✚ He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- ✚ Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- ✚ If the faculty member is assigned to be the Class In-charge by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them.
- ✚ The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class In-charge so that the information can be sent to the parents/guardians.
- ✚ A faculty member may be required to be a Counselor to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- ✚ As a counselor, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Institution.
- ✚ Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD.

- ✚ The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institution so as to ensure punctuality in attending class by the students.
- ✚ A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- ✚ A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- ✚ As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made and the same should be intimated to HOD. This will ensure better compliance of scheduled classes.
- ✚ As research is an inherent component of the functions of the Institution, every faculty member shall take active efforts to make research contributions in his/her field of specialization
- ✚ As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ✚ Faculty members should publish their research output only in peer reviewed SCI or SSCI journals and publications in non-refereed journals will not be recognized.
- ✚ A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/ instruments / computer software/computer control of machines or processes.
- ✚ A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institution.

Examination and Evaluation: A Faculty is responsible for

- ✚ A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses and submit the same to exam branch within 3 working days.
- ✚ A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only.

CODE OF CONDUCT

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the Institution in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- ✚ to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ✚ to make regular contribution for the personal development of students, while looking after their interest and welfare.
- ✚ to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- ✚ not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- ✚ to be fair and to assess the students impartially and only on merit/performance.
- ✚ to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- ✚ to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

Use of cell phones by students in the Institution during working hours is prohibited and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.

Disciplinary Action:

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself. As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.

- ✚ Disapproval / Withholding increments / promotion
- ✚ Recovery from his salary whole or part of any pecuniary loss caused to the Institution due to negligence of duty or breach of orders.
- ✚ Suspension / Removal / Dismissal from service

FUNCTIONS OF HEAD OF THE INSTITUTION

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision-making body of the institution. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Advisory Committee. He is the ex-officio member of Board of Governors as member secretary, Chairman of Academic Advisory Committee, and also Chief Superintendent of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Advisory Committee.

Functions of Principal

- ✚ To conduct the meetings of the Board of Governors as per the stipulated guidelines
- ✚ To hold Academic Advisory Committee meetings as per the norms.
- ✚ To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- ✚ Shall work for the common goal of providing effective education and provide guidance to enable the students to carve out promising career and lifelong learning.
- ✚ He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education.

He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic Advisory Committee, Affiliating University, State Government, AICTE/UGC, students, parents and all other stakeholders for the smooth and effective functioning of the Institution. The duties of the Principal may be suitably categorized as

Academic Administration:

- ✚ On academic matters the Principal is generally guided by the rules and regulation as well as the norms lay down by Governing Body of the Institution, Affiliating University, State Government, AICTE, UGC.
- ✚ Will be assisted by Director- Administration, Director –Academics, various Heads of the departments, Controller of Examinations of the Institution, senior faculty members and various committees constituted if required.

- ✚ Matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Advisory Committee of the Institution.
- ✚ In Admissions process, coordinator-admissions/ Admission Officer will assist the Principal.
- ✚ In matters related to academic work, he will be assisted by the Heads of the departments.
- ✚ An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various Heads of the departments extend support to the Principal.
- ✚ Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.
- ✚ Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- ✚ Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- ✚ If necessary, shall instruct the class in-charges and Heads of the departments to conduct remedial classes academically to support the slow learners.
- ✚ In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of examinations of the Institution.
- ✚ In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Dean Academic.
- ✚ The Principal should plan for training need analysis of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- ✚ Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.
- ✚ Shall monitor, evaluate research, development and consultancy activities. Dean, R&D, will assist the Principal in this matter. He shall advise and guide the faculty members to get sponsored research projects from various funding agencies.
- ✚ The Principal should promote industry-institute interaction for better employability of the students.
- ✚ Shall promote internal revenue generation activities with the help of staff and students.
- ✚ Shall efforts to look after overall welfare of staff and students.
- ✚ For effective functioning of the Institution he shall build close rapport between staff, students and management.

- ✚ Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- ✚ Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, State Council of Technical Education, Department of Technical Education authorities.
- ✚ Shall involve faculty members at different levels for various institutional activities.

General Administration

On general administrative matters, Principal shall be assisted by I/c Examination branch, Coordinator IQAC, Heads of Departments, functional heads etc.

- ✚ Shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.
- ✚ Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
- ✚ Arrange performance appraisal of faculty and supporting staff.
- ✚ Shall have power to sanction Special leave and Medical Leave up to the level of Heads of departments, except himself.
- ✚ Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the Institution.
- ✚ All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the Principal.
- ✚ Campus maintenance cell shall work under the instructions of Principal.

Financial Administration

- ✚ Principal is assisted by the Finance committee in financial administration.
- ✚ Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- ✚ Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- ✚ All contracts for and on behalf of the Institution (except himself and the Institution) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the Institution shall be executed by the Principal.


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- ✚ Principal shall forward monthly salary bills of all the staff of the Institution to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- ✚ The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the Institution.
- ✚ Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- ✚ Shall countersign T.A bills.
- ✚ Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.


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ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

- ✚ Responsible for all the academic affairs of the Department.
- ✚ Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- ✚ Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
- ✚ Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- ✚ Looks after the matter related to R & D, Consultancy and Research Publications.
- ✚ Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- ✚ Responsible for mobilizing his/her Faculty Member for different research grants.
- ✚ Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.


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RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS

Professor:

- ✚ Teaching.
- ✚ Development of Curriculum, developing learning resource material & Laboratory development.
- ✚ Students Assessment & Evaluation including examination work of University.
- ✚ Participation in the Co-curricular & Extra-curricular Activities.
- ✚ Student Guidance & Counseling.
- ✚ Helping the student in personal, ethical, moral and overall character development.
- ✚ Continuing Education Activities.
- ✚ Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- ✚ Self-development through upgrading qualification, experience & professional activities.
- ✚ Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- ✚ Involving in the Academic and Administrative Management of the institution.
- ✚ Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- ✚ Promotional activities both at Departmental and institutional level.
- ✚ Involving and Assisting the HOD in the Design and development of new programmes.
- ✚ Preparing project proposals for funding in areas of R & D work.
- ✚ Laboratory Development, Modernization, Expansion, etc.
- ✚ Monitoring and Evaluation of academic and research activities.
- ✚ Participation in policy planning at the Regional/National level for development of technical education.
- ✚ Develop, update and maintain MIS.
- ✚ Assisting the HOD in Planning and implementing Staff Development activities.
- ✚ Maintain accountability, Conduct performance appraisal.
- ✚ Guiding Research, any other work assigned by the Principal/Management from time to time.


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Associate Professor:

- ✚ Teaching including laboratory work.
- ✚ Evaluation including administering tests, invigilation during conduct of tests.
- ✚ Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- ✚ Leading consultancy projects and extension services
- ✚ Curriculum development and developing resource materials. V. Research activities and research guidance.
- ✚ Assisting in conduct of and organizing seminars/workshops/guest lecturers
- ✚ Development of the Curriculum and Learning Resource materials.
- ✚ Any other work assigned by HOD/Principal /Management from time to time.

Assistant Professor:

- ✚ Teaching including laboratory instruction and academic activities such as acting as Class review Committee member, invigilator, Lab In charge, Coordinator (Attendance), assistance in conduct of seminars, symposia, guest lecturers.
- ✚ Students assessment and evaluation, aside from acting as paper setter.
- ✚ Assisting in consultancy and R & D Activities.
- ✚ Developing resource material and laboratory development.
- ✚ Co-curricular and extracurricular activities / student welfare activities.
- ✚ Assisting in departmental administration.
- ✚ Involvement in departmental / institutional developmental activities.
- ✚ Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- ✚ Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc. are clearly spelt out in the administrative manual of the Institution. The functions of various non-statutory committees are given separately along with their composition.

ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER

- ✚ Provides guidance to Institution administrative and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years expenditures; assists the Dean in strategic planning for the Institution.
- ✚ Maintains an effective oral and written communications process between Institution administrators and their staff and the Office of the Dean regarding fiscal and other matters.
- ✚ Acts as a liaison between the Institution, accounting, purchasing, and payroll departments; ensures college compliance with University policy and procedures.
- ✚ Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Faculty and Staff hiring process.
- ✚ Administers processes for inventory control, disbursements, and staff continuing education programs.
- ✚ Prepares or supervises the preparation of financial and statistical reports.
- ✚ Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.
- ✚ Develops and implements procedures within the Institution that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of Institution accounts.
- ✚ Manages the Office of the Dean in their respective Institution.
- ✚ Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- ✚ Complies with all State and University policies. Other duties may be assigned.


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ROLES AND RESPONSIBILITIES OF TECHNICAL STAFF

- ✚ To assist the faculty, research scholars and students in their research work.
- ✚ To provide technical assistance in their field.
- ✚ To maintain and operate all types of sophisticated equipment and computers.
- ✚ To maintain the Lab / Computer Lab. for research work.
- ✚ To handle Lab / Classroom / Auditorium, LCD, Projector, Computers audio-visual equipment.
- ✚ Any other duties assigned from time to time.


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ETHICS AND CONDUCT of STUDENTS

This Code shall apply to all kinds of conduct of students that occurs on the Institute premises and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- ✚ He/she shall be regular and must complete his/her studies in the Institute.
- ✚ In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the Institute subject to written consent of the Principal and Chairman.
- ✚ As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.

Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.

Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

Intentionally damaging or destroying Institute property or property of other students and/or faculty members

Any disruptive activity in a class room or in an event sponsored by the Institute

Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards

Participating in activities including

- ✚ Organizing meetings and processions without permission from the Institute.
- ✚ Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- ✚ Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
- ✚ Unauthorized possession or use of harmful chemicals and banned drugs
- ✚ Smoking on the campus of the Institute.
- ✚ Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

- 🚗 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- 🚗 Rash driving on the campus that may cause any inconvenience to others
- 🚗 Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
- 🚗 Theft or unauthorized access to others resources
- 🚗 Misbehaviour at the time of student body elections or during any activity of the Institute.
- 🚗 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

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.

Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

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.

Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- 📌 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 📌 RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- 📌 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 📌 EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.
- 📌 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 📌 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
- 📌 Ineligibility to reapply for admission to the Institute for a period of three years, and
- 📌 Withholding the mark sheets or certificate for the courses studied or work carried out.

APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

- 📌 Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- 📌 Refer the case back to the committee for reconsideration. In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

Scope and Purpose This Policy on academic integrity, which is an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:

- 📌 To clarify the principles of academic integrity, and

- 📖 To provide examples of dishonest conduct and violations of academic integrity

Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student,

- 📖 Properly acknowledges and cites use of the ideas, results, material or words of others.
- 📖 Properly acknowledges all contributors to a given piece of work.
- 📖 Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- 📖 Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- 📖 Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- 📖 Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
 - 📖 Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - 📖 Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
 - 📖 Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - 📖 Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - 📖 Paraphrasing or changing an author's words or style without citation.
- b) Cheating .Cheating includes, but is not limited to:
- 📖 Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - 📖 Allowing or facilitating copying, or writing a report or taking examination for someone else.
 - 📖 Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

- ✚ Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
- ✚ Creating sources, or citations that do not exist
- ✚ Altering previously evaluated and re-submitting the work for re-evaluation
- ✚ Signing another student's name on an assignment, report, research paper, project or attendance sheet

Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- ✚ Use proper methodology for experiments and computational work. Accurately describe and compile data.
- ✚ Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- ✚ Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- ✚ Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- ✚ Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
- ✚ Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

Individual and Collective Responsibility: The responsibility varies with the role one plays.

Student roles: Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not

necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.


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LIBRARY RULES AND REGULATIONS

- 📖 All library users are required to enter their names and sign the register provided at the entrance.
- 📖 Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- 📖 Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- 📖 Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- 📖 Borrowers shall replace lost or damaged library materials with new versions of the same.
- 📖 Renewal of library book and of the educational materials are generally allowed if no reservation has been made for the same.
- 📖 Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
- 📖 Case studies and project reports will not be issued to students and are for library reference purpose only.
- 📖 Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
- 📖 Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- 📖 Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- 📖 Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- 📖 The membership of the library is not transferable.
- 📖 Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- 📖 All library users are expected to read the notice board or browse the library website for library timings and other services. 16. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- 📖 Students are requested to maintain the dress code of the Institution while they are in the library.
- 📖 Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the Institution.

COMPUTER LAB RULES AND REGULATIONS

- ✚ Only students, faculty and staff of Institution are allowed inside the computer lab.
- ✚ Visitors are allowed inside the lab only and with prior permission from the appropriate authorities. iii. Students are required to sign the register at the time of entry and exit from the computer lab.
- ✚ Students should be dressed in a formal attire (as per the dress code stipulation of the Institution) to gain entry into the lab during working hours.
- ✚ Any kind of footwear inside the lab is strictly prohibited. vi. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.
- ✚ Students have to maintain silence at all times in the lab.
- ✚ Students will occupy the computer systems as identified by the lab-in-charge.
- ✚ Students will login with their username and password.
- ✚ Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- ✚ Students should not attempt to access IT servers.
- ✚ Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
- ✚ The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- ✚ Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- ✚ The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
- ✚ Beverages and food are prohibited inside the Computer lab.
- ✚ Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
- ✚ Chatting and talking is prohibited in all the Computer labs of the Institution. xii. Students are prohibited from visiting any sites that do not add learning value or are illegal. xiii. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES

- ✚ Students are to report for the required laboratory and workshop sessions on time.
- ✚ Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- ✚ All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- ✚ Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- ✚ Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
- ✚ Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- ✚ Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behaviour such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.
- ✚ All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- ✚ Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.


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