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Sri Kavitha Educational Society's

KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES

(Affiliated to JNTUH & Approved by AICTE, New Delhi)

Ponnekal (Village), Khammam (Rural), Khammam (Dist) -507170

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7.1.10. The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

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Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims:

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PRINCIPAL
KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES
Ponnekal (V), Khammam (R)-507170
Khammam (Dist.) T.S.

Document on Code of Conduct

Preamble

The student code of conduct is created to foster and protect the core values of KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES, KHAMMAM to ensure the scholarly and civic development of its students in a safe and secure learning environment and to protect the people, properties and processes that support the college and its mission.

However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. The code of conduct is necessary to mark the boundaries of this needed order.

Applicability

The *Code* is applicable to all students, which includes all persons taking programmes at various departments of the college, pursuing undergraduate, post-graduate, professional or doctoral studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all departments of KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES, KHAMMAM.

Jurisdiction

The *Code* applies to the on-campus conduct of all students at all the locations/ campus of the college.

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;

- Any activity sponsored, conducted, or authorized by the college/university or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the college or members of the college community or causes serious harm to the health or safety of members of the college community; or
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

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. In such instances, the college may proceed with college disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

Responsibilities of Students

Students are members of the College on rolls. Students are responsible to the community of which they are a part and also responsible to the academic community of the college.

Admission to the KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES, KHAMMAM carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Student Commitment

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 college.
- In the event, a student is forced to discontinue studies for any

legitimate reason; such a student may be relieved from the college campus subject to written consent of the Head of the Institution.

- As a result of such relieving, the student shall be required to clear pending tuition any other fees dues. And if a student had joined the college on a scholarship, the said grant shall be revoked.
- Shall abide by the measures enforced by the college whenever pre-defined misconduct is committed by the students.

Student Participation in Governance

As students are members of the KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES, KHAMMAM College, they have a substantial interest in the governance of the college. The involvement of the student in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels.

Disciplinary Misconduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The following actions are considered as misconduct:

Academic Misconduct:

Academic Misconduct means copying, malpractice, cheating on assignments or examinations.

✓ **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 thesis 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, and thesis or attendance sheet.*
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- **Plagiarism:** Plagiarism 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.
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- **Examples of plagiarism include:**
- *Reproducing, in whole or part, text/sentences from a report, book, thesis, 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 thesis without proper attribution.*

- a. *Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.*
- b. *Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.*
- c. *Paraphrasing or changing an author's words or style without citation.*

Disruptive Conduct:

Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the campus premises or in connection with any other college-sponsored event or activity;

Discrimination:

Engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the college.

Falsification:

Falsification means will-fully providing college campus offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.

Refusal to Identify:

Refusal to identify or falsely identifying one's self when requested by an authorized college official.

Illegal or Unauthorized Possession or Use of Weapons:

Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking:

KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES, KHAMMAM College strongly supports the goals of "Drug Free Campuses". It is the policy of KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES, KHAMMAM that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES; KHAMMAM that smoking is prohibited in all the campus.

Unauthorized Access and Use:

Unauthorized access means accessing without authorization college property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Act of Violence, Threatening, Harassing, or Assaultive Conduct:

Act of Violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

Theft, Property Damage, and Vandalism:

Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Recording of Images without Knowledge:

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

Causing Disrepute to other students:

Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students / faculty of the college.

Failure to comply with college or any other authority:

Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

Ragging:

Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

Contracts:

Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for college. The A campus will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

Abuse of Electronic Communication:

Use of College or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of college campus regulations and policies, or related laws.

Media Contact:

Students are expressly prohibited from speaking on behalf of, or for, college with any media organization or publication, or from inviting the same to any college-owned or operated property, facility or even without the express written permission of the office of Principal.

Organization and Event Registration:

A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the college.

Presenting False Testimony

Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

Violation of College Rules:

Violation of other published college regulations, policies, or rules, or violations of law include, but are not limited to, those rules, which regulate dress code, submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

➤ Grievance Redressal:

- *The aggrieved student would submit in writing his/her grievance to the Convener, College Grievance Cell (CGC) or Internal Complaint Cell.*
- *The Convener CGC/ICC would convene a meeting of members within ten days of receiving the complaint.*
- *Where the Principal is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.*
- *The decision taken would be communicated to the student within 3 further working days.*
- *Further the student can appeal to the KHAMMAM INSTITUTE OF TECHNOLOGY AND SCIENCES, KHAMMAM Grievance Committee (appellate authorities) within 5 working days.*

PUNISHMENT AND PENALTIES

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

- ✓ **Warning:** *A written letter of reprimand resulting from a student's misconduct.*
- ✓ **Suspension:** *Suspension is a sanction that terminates the student's enrolment at the College campus for a specified period of time.*
- ✓ **Confiscation.** *Confiscation means confiscation of goods used or possessed in violation of college regulations.*
- ✓ **Other sanctions:** *Other appropriate sanctions may be imposed by the Competent Authority of the College singularly or in combination with any of the above-listed sanctions.*

General Etiquette

- *Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.*
- *During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.*
- *The college expects students of both sexes to foster a healthy and decent relationship both on campus and off campus. The very spirit of co-education lies in facilitating such a relationship. Any behaviour contrary to this spirit is deemed unlawful and punishable.*
- *During leisure hours, students are advised to use the library, and internet browsing centre.*
- *During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.*
- *Late comers are permitted to the classrooms upon submitting valid reason.*
- *Defacing the blackboards or walls will be severely dealt with.*
- *Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty or suspension from college.*
- *Students should stay away from any anti-social activities.*

- *Students should stay wear their identity cards inside the campus daily.*
- *Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.*
- *Ragging in any form is a serious offence and it will be dealt with severely.*
- *Damage fee will be collected for any damage caused by them knowingly or unknowingly.*
- *Students should take care of their belongings. The institution will not be responsible for any loss.*

Monitoring Committee

Monitoring Committee

S.No.	Name of the Committee Member	Designation	Position
1	Dr. P.Krishna Murthy,	Principal	Chairman
2	Mr.J.BalaKrishna	HOD,MECH	Convener
3	Mr. G.Ramesh,	Asst.Prof,ECE	Member
4	Mrs. K. Narmada	Asst. Prof. CSE	Member
5	Mrs.P.Lavanya	Asst. Prof. CIVIL	Member
6	Mr.K.Praveen Kumar	Asst. Prof. EEE	Member
7	Mr.D.Srinu	Asst. Prof. MECH	Member
8	Mr.BBLV Prasad	Asst. Prof. CSE	Member
9	Mr.G.Vinayak(IV CSE)	Student	Member
10	Ms.G.Manjula(III CSE)	Student	Member
11	Mr.B.Divakar(IV CIVIL)	Student	Member
12	Mr.P.Chandu(II EEE)	Student	Member



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