

# **G. Narayanamma Institute of Technology & Science**

(For Women)

**AUTONOMOUS**

Shaikpet, Hyderabad - 500104



## **CODE OF ETHICS & CONDUCT FOR THE STUDENTS**



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## 1. PREAMBLE

This handbook indicates the standard procedures and practices of G.Narayanamma institute of technology and science for women (here-in-after referred to as the 'institute') for all students enrolling with the institute for pursuing varied courses. All the students must know that it is incumbent upon them to abide by this code of professional ethics and conduct (here-in-after referred to as the 'code') and the rights,

## 2. JURISDICTION

**RESPONSIBILITIES INCLUDING THE RESTRICTIONS FLOWING FROM IT. ALL STUDENTS ARE REQUESTED TO BE WELL AWARE WITH THIS CODE.**

- The Institute shall have the jurisdiction over the conduct of the students 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 student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:
  - a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
  - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute.
  - c) Possession or use of weapons, explosives, or destructive devices off campus.
  - d) Manufacture, sale, consumption or distribution of prohibited drugs, alcohol.
  - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

## 3. ETHICS AND CONDUCT

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.

1. At the time of admission, each student is expected to sign a statement accepting this Code and give an undertaking that:

- a. He/she shall be regular and must complete his/her studies in the Institute.
  - b. 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 the Chairman. 0
  - c. 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.
2. Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect for others with NO threat to the others rights, property and safety.
  3. 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.
  4. 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. is considered as a serious offence.
  5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members shall be subjected to strict punishment.
  6. Any disruptive activity in a class room or in an event sponsored by the Institute will call for serious actions against the students involved.
  7. Students are expected to follow proper classroom etiquette at all times while in class. This includes standing and greeting the faculty while they enter into classroom as a gesture of respect
  8. Students are expected to stand while giving attendance, this is to ensure that no student gives proxy for an absent student.
  9. Students unable to produce the identity card issued by the Institute, or refusing to produce it on demand by campus security guards are liable for punishment.
  10. Indulging in any of the following activities will be treated against the code of conduct –
    - a. Organizing meetings and processions without permission from the Institute.
    - b. Accepting membership of religious or terrorist groups banned by the Institute/Government of India
    - c. Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, harmful chemicals, banned drugs contrary to law or policy.
    - d. Smoking and boozing on the campus of the Institute.
    - e. Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

- f. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
  - g. Rash driving on the campus that may cause any inconvenience to others
  - h. Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
  - i. Theft or unauthorized access to others resources
  - j. Misbehavior at the time of student body elections or during any activity of the Institute.
  - k. 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.
11. 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 Institution authorities.
  12. 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.
  13. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
  14. 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.
  15. 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 Institutional 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.
  16. 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.
  17. 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, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition is punishable.

#### 4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then the same shall be ascertained and one or more of the following disciplinary actions based on the nature of misconduct can be taken up by the concerned committee:

1. **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.
2. **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
3. **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.
4. **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.
5. **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. **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.
7. **INELIGIBILITY**- A student will not be eligible to reapply for admission to the Institute for a period of three years, and
8. **WITHHOLDING** - The mark sheets or certificate for the courses studied or work carried out will be withheld.

#### 5. 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:

1. Accept the recommendation of the concerned 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 in commensurate with the gravity of the proved misconduct, Or Refer the case back to the

committee for reconsideration.

2. In any case, the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

## **6. 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.

- Students are expected to maintain Academic Integrity which encompasses honesty, trust, responsibility and awareness relating to ethical standards for the conduct of research and scholarship. Student is expected not to indulge in cheating, plagiarism and conflict of interest that violate the academic integrity.

## **7. STUDENT GRIVANCE PROCEDURE**

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging is advised to bring the issue immediately to the Principal's notice.

## **8. MOBILE PHONE POLICY**

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus.

The guidelines include:

1. No student is permitted to use mobile phone in the designated academic areas that include – Classrooms, Laboratories, Workshops, Seminar Halls, Corridors is strictly prohibited.
2. All the staff members are empowered to confiscate the mobile phone found with the student violating the rule.
3. The phone once confiscated by the teacher concerned shall be returned only after the completion of their semester.
4. Hostel students should safeguard their mobile phone in their hostel room.
5. The authorities are not responsible for the loss of mobile phone by any of the student.

## 9. STUDENT DRESS CODE POLICY

Institute intends its students to maintain a professional appearance while in the campus. the policy aims to provide guidelines for the students to project a positive image.

1. Students are expected wear Chudidhar with duppatta (or) Formal jeans with long kurtha/top/formal shirt
2. Students are expected **NOT TO** wear the following dresses to the college:
  - Low waist tops and jeans, Torn jeans and cut jeans
  - Shorts and three-fourth pants
  - Sleeveless garments without duppatta
  - T-shirts in the labs
3. The Hostel Students are not permitted to enter into the campus premises in any form of informal dress attire during the institute working hours.

## 10. STUDENT PARTICIPATION IN GOVERNANCE

As students are members of the institute campus, they have a substantial interest in the governance of the institute. The code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and is strengthened through the involvement of students at all levels. Therefore, all students who are a part of the institute and who are going to be enrolled in the institute are advised to uphold the policy and inform the institute of any violations and assist individually and collectively to improve the quality and effectiveness of this code and appended policies.