



... Empowering Minds

# SRI VASAVI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

An ISO 9001:2015 Certified Institute

**Nandamuru, Pedana Mandal, Krishna Dist – 521369.**



## **CODE OF CONDUCT FOR STUDENTS:**

### **PREAMBLE**

Sri Vasavi Institute of Engineering & Technology 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, and violations of those laws may also constitute violations of the code.

Students are expected to align their behavior with the Code of Conduct.

### **RESPONSIBILITIES OF STUDENTS**

1. Shall read, understand and comply with institutes policies and take responsibility for actions
2. Shall abide by the institutions 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 wear the ID card and follow dress code.
3. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
4. Follow the instructions of the teacher carefully in the classrooms.
5. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
6. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
7. Meet all deadlines of assignments, submission of projects and lab records.
8. Abide by the rules of various laboratories and not damaging the equipment's.
9. Cultivate the habit of looking at the notice boards of the institute/department every day.

10. Attend all counseling sessions convened by their mentors and feel free to explain their academic/personal/career difficulties and seek solutions.
11. Maintain silence in the library and utilize its resources and space without causing damage.
12. Not to be in the canteen during working hours of the institute.

### **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 will be 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 MISCONDUCT**

1. Academic integrity must be maintained while pursuing academic studies. To falsify or alter records of academic performance is an academic misconduct. To note that all types of malpractices and unfair means in the examination hall inclusive of the assault on invigilators, misbehaving in the examination hall, enabling other students to be dishonest and impersonation are serious and punishable offences as the malpractice guidelines of JNTUK, Kakinada.
2. Participate in various events, seminars, workshops organized by the institution and contribute towards their success.
3. Student participation is encouraged and must be strengthened through the involvement of students in all levels of college governance.
4. When attending events outside the campus and representing the institution, the code of conduct will still be in effect.

### **CAUSING DISREPUTE TO OTHER STUDENTS**

1. Communicate opinions to others in a fair and constructive manner.
2. Voice any differences of opinion respectfully and directly to those members with whom you disagree and not in common areas.
3. Shall dressed in respectable attire, keep personal hygiene, tidiness, be well groomed and wear the institutes identification cards at all times.
4. Use Institutes resources (facilities, equipment, supplies, vehicles) lawfully
5. Avoid use of mobile phones in classrooms and common areas.

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% attendance.
8. To furnish in their own interest, the change in the address/ mobile numbers of parent/ guardian, if any, to the office/department.
9. Violation of University rules is strictly prohibited.
10. Promote sustainability and reduce the impact on environment in all our actions.
11. 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 of the institution should abide by this policy. The institution will not tolerate misconduct and violations are subject to disciplinary actions.
12. The aggrieved student would submit in writing his/her grievance to the HOD/Principal.

### **PUNISHMENT AND PENALTIES**

Warning, suspension, monetary fines, dismissal, upholding of degree are the programme of actions which may be taken when a student has been found to have violated the student code of conduct.