

7.1.10 The institution has a prescribe code of conduct for students, teachers, administrators other staff and conduct periodic programs in this regard.

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1. INTRODUCTION

B V Raju Institute of Technology (BVRIT) was established by the eminent philanthropist (Late) Padmabhushan Dr. B.V. Raju under the aegis of Sri Vishnu Educational Society (SVES) in the year 1997. BVRIT was granted UGC - Autonomous Status from the year 2014.

1.1. Our College Vision:

To create and nurture competent engineers and managers who would be enterprise leaders throughout the world with a sound background in ethics and societal responsibilities.

1.2. Our College Mission:

Committed to providing a positive and professional learning environment where all students are inspired to strive for excellence in becoming competent engineers, technology innovators and leaders in a global society through a cohesive network of parents, students, college staff and industry.

1.3. Quality Policy:

We aim at excellence in Technical Education through continual improvements and are committed to provide responsible technocrats for effective nation building through

- Imparting quality Education & Training.
- Developing students with a Disciplined and Integrated personality.
- Facilitating faculty and supporting staff to update their knowledge and skills to match the industrial and technological developments.

2. CODE OF CONDUCT

2.1. Objectives:

- To maintain holistic approach of education system in the campus
- To be functioning well with both curricular and co-curricular activities
- To build up laudable traits among the staff and students for the ultimate benefit of the nation.

2.2. CODE OF PROFESSIONAL ETHICS AND CONDUCT

2.2.1. Core Values of the College

- Mutual trust, teamwork, promotion of social responsibility, easy sharing of knowledge, skills and resources to create a decent and developed society.

2.2.2. Code of Conduct for Teaching Staff

- Each faculty member must work within institutional policies and practices to satisfy the vision and mission of the college.
- The code of conduct for teaching is mainly administered by a committee headed by the Head of the Institution.
- All faculty members should prepare a lesson/teaching plan, well in advance before commencement of the classes.
- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the leadership of the Head of the Institution.
- Staff shall not participate in any political activities in the college campus.
- All members of the teaching staff must be punctual for classes and adhere to set times for other activities and events.
- All teaching and non-teaching staff should regularly sign the attendance register monitored by the Head of the Institution.
- Tasks assigned to teachers include lectures/ practicals / tutorials in the assigned workload of individual teachers. In addition, responsibilities include conducting assessment, invigilation, and administrative work, advising students, participating in extra-curricular activities and institutional support activities as and when required.
- The working hours of the teaching staff shall be as per the prescribed timetable and any other additional duty assigned to them.
- Every teacher must follow mentor-ward system and teachers should take due care by guiding, motivating, counseling and supervising their group of students.
- Every teacher should deal impartially with students irrespective of their religion, caste, economic, social and physical identity.
- No faculty member shall behave in a manner that violates the morals or ethics of the campus.

- ❖ Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- ❖ Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- ❖ Seek to make professional growth continuous through study and research.
- ❖ Respect the right and dignity of the student in expressing his/her opinion.
- ❖ Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- ❖ Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- ❖ Refrain from inciting students against other students, colleagues or administration.
- ❖ All staff members shall refrain from any unlawful discrimination on the basis of gender / sexuality / age / marital status in their conduct towards their colleagues, teaching staff and students.
- ❖ All members of the staff shall refrain from verbal, non-verbal and / or physical misconduct of a sexual nature in their interactions with students, other college staff, and visitors at the college. The college has a zero-tolerance policy towards sexual harassment.

2.2.3. Code of Conduct for Non-Teaching / Administrative Staff

- Code of conduct for non-teaching staff is primarily maintained by a committee headed by the head of the institution.
- Normal working hours for non-teaching staff category is 9.30 am to 4.30 pm. with one hour lunch break on all working days.
- All staff must demonstrate the highest standards of professional conduct. They should be punctual and disciplined in their work.
- Each staff member must maintain an appropriate level of confidentiality regarding student and staff records and other sensitive matters.

- All staff members shall refrain from any unlawful discrimination on the basis of gender / sexuality / age / marital status in their conduct towards their colleagues, teaching staff and students.
- All staff members shall refrain from verbal, non-verbal and/or physical misconduct of a sexual nature in their interactions with students, other college staff and college visitors. The college has a zero-tolerance policy towards sexual harassment.

2.2.4. Code of Conduct for Students

- Students are expected to adhere to the timetable for attending lectures / tutorials / practical and other extra-curricular activities.
- University rules require a student to cover at least 75% of lectures, tutorials and practicals separately, failing which the student will not be allowed to appear in the university examination.
- All sports students playing at any level (state, national or international) must have minimum attendance as per university norms.
- Students taking admission under ECA / Sports Quota will not be exempted in attendance except under special circumstances.
- No student is allowed to enter or exit at all times without notice from security personnel.
- All students must carry their ID cards and sports to the authorities on demand.
- Students should park their vehicles (bike/car) only in the designated parking area.
- Rash driving is not allowed in the campus and strict disciplinary action will be taken against those violating the rule and causing damage to any person/property.
- All students should wear formal attire except on special events/occasions.
- Attendance of students is compulsory in the following college functions:
 - Founder's day celebrations, annual cultural festival, sports day, NCC day for NCC students, NSS day for NSS students, annual program and other college events.
- Students are expected to get clearance from the college before the university examination based on their attendance record and participation in college activities.
- Students who are absent from classes for more than four consecutive weeks must inform the Principal/Teachers in writing, otherwise their names will be removed from the college roll.

- Students must carry their identity card inside the campus.
- Students must help keep the campus neat and clean.
- Use of mobile phones during lectures is strictly prohibited. Violation of this will result in disciplinary action.
- Students are expected to read the notices / circulars displayed on the notice board.
- No spitting, smoking and throwing of pieces of paper in the premises.
- Students shall not misuse or make unauthorized use of the college premises or any property belonging to the campus.
- Students should not engage in any ragging or any other activities that may harass fellow students.
- Students must follow the rules and regulations of the Board of Examinations and strictly adhere to the rules that change from time to time.
- Malpractices in examinations will not be tolerated at any cost and violators will be strictly booked as per the norms of various university examinations.

3. CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN ACADEMIC WORK

B V RAJU INSTITUTE OF TECHNOLOGY was established in the year 1997. Since the inception, the college has strived to provide the highest standards of academic training to its students and contributed several leading technocrats as well as academicians to the nation. In order to maintain the highest academic standards, the college follows a policy of zero tolerance to plagiarism in academic work. Plagiarism in academics is not a recent phenomenon and is unlikely to stop, unless educational institutions create awareness amongst students and researchers to avoid plagiarism.

The following are the mechanisms to be followed in order to prevent plagiarism:

1. Faculty is required to introduce students to plagiarism in academic work and references.
2. Faculty is required to contact the College Librarian to create an account for anti plagiarism.

The anti - plagiarism software that is currently available to the College is TURNITIN.

3. Students should be encouraged, to the extent possible, to submit their assignments/ term papers in .doc or .pdf format.
4. Students should be informed that they will be penalized for engaging in plagiarism.
5. The code of conduct committee is empowered to take stern actions if any are needed under the directions of the Head of the institution.


Principal

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