

**Code of Conduct for Students**

(Approved in the 16<sup>th</sup> Governing Body meeting held on 07/05/2017) Integrated Campus

### **1. Preface**

This document gives standard procedures and practices of SVS GROUP OF INSTITUTIONS (referred to as the 'College') for all students enrolled in different College Programs. All students are bound to abide by this Code of Conduct and Ethics (referred to as the 'Code') along with ensuing rights and responsibilities.

The College's undertaking to enforce the Code aims at student discipline that is democratic, diligent, and efficient, thereby promote growth through individual and collective responsibility.

All Students need to be conversant with the Code, also available on the official College website.

### **2. Jurisdiction**

The College shall have the jurisdiction over the student conduct enrolled with the College and to take cognizance of all acts of misconduct, including incidents of ragging or otherwise taking place on the College campus and related activities.

College shall exercise jurisdiction over a violation of ideal conduct which occurs off-campus as laid down in this Policy as if the conduct has occurred on campus which shall include

- Any violations of the Sexual Harassment Policy of College, including physical assault, threats of violence, or conduct that threatens health or safety of any individual;
- Possession or use of weapons, explosives, or destructive devices off-campus
- Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.
- Conduct having a negative impact or becomes a nuisance to the off-campus community.

While determining its off-campus jurisdiction in situations listed above, the College would depend upon the seriousness of the alleged offense and prevailing circumstances as part of a series of actions, which occurred both on and off-campus.

### **3. Ethics and Conduct**

This Code shall apply to student conduct in the College premises and College-sponsored off-campus activities that adversely affect College's Interests or reputation.



During admission to College, each student must sign a statement accepting this Code with an undertaking that: He/she shall be regular and must complete his/her studies in the College. However, if he/she discontinues studies for any legitimate reason, such a student may be relieved from the College with the prior written consent of the Authorities. Under such circumstances of student relieving, he/she shall clear all pending College dues and revoke the scholarship grants availed, if any.

- 3.3. College strongly promotes a safe and congenial ambiance through practices that uphold academic integrity and mutual respect to protect allied interests of property and safety.

Students should give up indulgence in misconduct of any form while on/off-campus premises that affect College's interests and reputation. The act of misconduct includes physical/verbal discrimination on the basis of gender, caste, race, religion, color, region, language, and disability, physical or mental disability.

The students shall keep off from any Intentional damage to College /faculty/student property through disruptive activity in a classroom or otherwise. Students should compulsorily produce College identity cards on demand by concerned authorities and campus security guards.

Students shall not indulge in activities of:

- Organizing meetings and processions without permission from concerned authorities
  - Indecent conduct, riot, or group disruption at the College
  - Accepting membership of religious or banned terrorist groups.
  - Unauthorized possession of weapons, explosives, harmful chemicals, and prohibited drugs
  - Smoking and alcohol consumption on the College campus
  - Parking a vehicle in a no-parking zone and rash driving on the College campus
  - Theft or unauthorized access to other resources and disruption during stipulated College activities like elections and social gatherings.
  - On-campus media interaction or providing video/audio clippings of any on-campus activities to media without prior permission of the College authorities.
- Careful and responsible use of social media through complete avoidance of derogatory comments on other individuals or activities contrary to the College's reputation.



Theft or abuse of College laboratory equipment, electronic resources, College property, or facilities that include offices, classrooms, and other restricted facilities, along with unnecessary interference to other people at College-related work, is punishable.

#### 4. Legal Proceedings

If a student has violated the Code of conduct, a committee will be formed to recommend suitable disciplinary action after a thorough investigation. The Committee, in consultation with students accused of misdeeds, may suggest one/more disciplinary actions.

- Warning- Indicate that the student's reported case of code breach is regretted and any further act of misconduct shall be viewed seriously to initiate disciplinary action.
- Restrictions- impose time-bound withdrawal from the use of various facilities on the campus.
- Community Service – reformatory societal service for a specified period: Any misconduct during this period can lead to disciplinary actions of suspension or expulsion.
- Expulsion of a student from College permanently prohibits entry into College premises or participating in any student-related activities or campus residences etc.
- Monetary Penalty- includes suspension of scholarship/fellowship for a specific period.
- Suspension- for a specified time entails a total ban on participation in student-related activities, classes, and programs. The student cannot use any College facilities without prior permission of the competent authority. Suspension may also follow by possible dismissal, along with additional penalties: Ineligibility to reapply for admission for a period of three years and withhold of grade card/certificate for the courses studied or work carried out

#### 5. Appeal

If the guilty student charged for misconduct is distressed by the imposition of any mentioned penalties, he/she may appeal to the Registrar. The Registrar can take a suitable stand-in consultation with Vice-chancellor to decide on one of the following:



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

## 6 Academic Integrity

Over the years, SVS GROUP OF INSTITUTIONS has evolved to reach and hold a unique position of pride in the technical education system of India. The College undertook a comprehensive reform process to adapt to the challenging global engineering education scenario. Academic Integrity has been the major feature of the College to reach the present position of honor and continually excel in technological innovations. The College is committed to maintaining high ethical standards in its entire academic and research endeavors, acknowledging the work, ideas, and contributions. As per the College statute, any violations of academic integrity constitute a serious offense.

### Policy Scope

The College Policy on academic integrity is applicable to all students.

- Failure to uphold the principles of academic integrity threatens the College's reputation. Every member of the College bears a responsibility to ensure the highest standard of academic integrity.
- Academic integrity requires a student to properly acknowledge and cite the use of the ideas, results, material, or words of others. Avoid fraudulent claims of work contributed by others and present only the authentic results of one's own work without any malice.

### Policy Violations

The violation of the policy covers:

- **Plagiarism:** encompasses the adoption of already published material, ideas, figures, Code, or data as one's own without due acknowledgment to the original source. This also curtails submissions in verbatim or paraphrased form, the published work of others or oneself (self-plagiarism).
- **Cheating:** covers acts of copying during examinations, course assignments, theses, or manuscripts. The cheating also includes the act of facilitating copying, or writing a report or taking the examination for someone else, fabricating or manipulating data, and reporting them in thesis and publications.



- **Conflict of Interest:** refers to favors in financial or other forms in return to service rendered through a position of influence. The Policy has transparency and credibility by the practice of providing written disclosure of potential conflicts of interests to appropriate authorities.

### 6.3. Policy Responsibility

The responsibilities are defined at three levels:

- **Student roles:** all academic reports like a thesis to be compulsorily checked by the student for plagiarism using software available with the College. In addition, the student should undertake that he/she is aware of the College academic guidelines, has checked the document for plagiarism, and that the thesis/academic record is his/her original work.
- **Faculty roles:** The faculty should inform students of the College's academic integrity policy in their specific courses, ensure minimal academic dishonesty, and suggest appropriate and timely interventions during any violations of academic integrity. Faculty should use appropriate methods/practices in academic delivery and assessment that ensure the availability of student recorded data for future reference. Faculty should also carefully review manuscripts/ records to ensure compliance with College academic integrity.
- **Institutional roles:** Any breach of academic integrity should be viewed as a serious offense that can lead to various sanctions. The first violation of the academic Code of integrity by a student leads to a warning and/or an "F" course grade. A subsequent repeat of offense by the student on a serious note could lead to his/her expulsion. The faculty should report cases of violation of academic integrity to the concerned Department Chairperson to take necessary action. Upon receipt of reports of scientific misconduct, the Registrar can constitute a committee to investigate the matter and suggest appropriate measures on a case by case basis.

### 7 Anti-Ragging

The College follows a stringent Policy to curb the practice of ragging in any form on College premises, Hostels, and all other utility regions based on 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' (referred as 'UGC Regulations'). The UGC Regulations are framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all



Indian Educational Institutions. The said UGC Regulations should apply to College, and students are hereby informed about taking cognizance of the same.

Ragging constitutes one or more of the following acts conducted by the student(s):

- Through words spoken/written or an act which has the effect of teasing, treating, or handling with rudeness any other student(s);
- Rowdy or undisciplined behavior that causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- Forcing any student(s) to do an act leads to cause or generate a sense of shame/torment/embarrassment and adversely affects the physique or psyche of such student(s).
- To prevent, disrupt or disturb the regular academic activity of any student(s).
- Exploiting services of a student to complete academic tasks assigned to an individual(s);
- Financial extortion or forceful expenditure burden put on a student(s);
- Physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Abuse by spoken words, emails, posts, public insults along with deriving perverted pleasure, vicarious or sadistic thrill by active/ passive participation in the discomfiture to other students (s);
- Actions that affect the mental health and self-confidence of other students (s) with or without intent to derive a sadistic pleasure or showing off power or superiority over other students.

### **Anti-Ragging Committee**

The Anti-Ragging Committee constituted as per the UGC guidelines shall examine all complaints of anti-ragging to evolve recommendations based on the nature of the incident.

### **Anti-Ragging Squad**

The Anti-Ragging Squad that works under the guidance of the Anti-Ragging Committee is constituted of various members of the College. This Squad shall keep a vigil on ragging and undertake patrolling functions. The Squad is active alert and empowered to inspect places of potential ragging and make surprise visits to hostels and other premises. The Squad can also investigate ragging incidents and make recommendations to Anti-Ragging Committee.



### **Action on defaulter in a ragging incident**

A student involved in ragging and found guilty by the Anti-Ragging Committee will attract one or more of the following punishments:

- Suspension from attending classes and academic privileges
- Withdrawal of scholarship/ fellowship and other benefits.
- Withhold of results/ ban on examination or evaluation process
- Ban on any collaborative work or attending national or international conferences
- Suspension/ expulsion from the hostels and mess/ Cancellation of admission.
- Expulsion/ban on admission to other institutions for a specified period
- Student(s) guilty of ragging, if not held, College will resort to collective punishment.
- In cases of severe legal matters due to ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.
- The Anti-Ragging Committee shall take appropriate decisions, including the imposition of punishment on the basis of circumstantial evidence, facts, and nature of each incident of ragging.

### **Appeals by Defaulter(s)**

An Appeal challenging the punishment enumerated herein above shall lie in the jurisdiction of the Registrar of the College.

### **8. Sexual Harassment**

The College's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply in totality to College students. This service is available to students in case of any ([https://www.SVS\\_Group\\_of\\_Institutionstech.ac.in/committee/anti-sexual-harassment/](https://www.SVS_Group_of_Institutionstech.ac.in/committee/anti-sexual-harassment/)) issues pertaining to sexual harassment on campus. Students should note that sexual misconduct encompasses a range of conduct, including sexual assault, unwanted touching or persistent unwelcome comments, emails, or pictures of an insulting or degrading sexual nature, which may constitute harassment.

### **9 Student Grievance Procedure**

Any College enrolled student aggrieved by acts of sexual harassment, misconduct, or ragging can approach Student Grievance Redressal cell. Further, any student aware of any violations must report the same to the Cell The grievance must be in



written form and be made within 60 days from the day of the alleged violation. The Cell shall consist of members appointed by the Registrar and shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee in cases of any harassment complaints.

## **10 Student Participation in Governance**

The students being a vital part of the College campus, should have a substantial interest in its governance. The College Code of conduct, in principle, intends student involvement in governance in both administrative and academic areas. The students being direct beneficiaries of the College facility are encouraged to put forth their views and advice for informed decision-making. The students should uphold this Policy and inform of any violations and thereby contribute individually and collectively to improve its quality and effectiveness.

### **Code of Conduct for Staff**

#### **1. Preface**

This document gives standard procedures and practices of SVS GROUP OF INSTITUTIONS Technological College (referred to as the 'College') for all employed Staff members (includes Administrative/Teaching/ Non-teaching and Supporting staff members) working on the College campus. All staff members are bound to abide by this Code of conduct (referred to as the 'Code') faithfully and discharge their duties for smooth conduct of College activities.

The College's undertaking to enforce the Code aims at Employee discipline, thereby promote growth through individual and collective responsibility. All staff members need to be conversant with the Code, also available on the official College website.

#### **1.1 Jurisdiction**

- **Working Hours:** The College works from 08:00 am to 5:00 pm on regular weekdays and from 08:00 am to 1:30 pm on Saturday. There shall be a one-hour lunch break on all working days. However, work hours can change under special circumstances.
- **Attendance and Punctuality:** The staff members are expected to work regularly, exhibiting punctuality in the discharge of assigned duties and responsibilities. In case of absence due to emergency situations, such staff members should bring it to the notice of concerned authorities and make necessary substitute arrangements for allotted work.
- **Harassment at the workplace:** The College follows a stringent policy to curb



workplace harassment that can take many forms, not limited only to verbal assault, signs, offensive comments, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

- **Gender disparity:** The College does not allow any extent of gender-based discrimination, which may include unethical advances, immoral favors, verbal or physical contact that creates an offensive, hostile, and intimidating workspace and prevents an individual from effectively performing his /her duties.
- **Workplace Violence:** The College prohibits any act of workplace violence, adopting a zero-tolerance for any violations by acts of threat, physical violence, intimidation, harassment, and/or coercion. Such acts that occur on the College campus and adversely affect its reputation shall not be tolerated.
- **Non-disclosure of Confidential Information:** The College staff members are bound by the agreement of not disclosing confidential information during their period of employment with the College or later after the closure of their tenure. The College strongly believes in a long-term employee association that is mutually rewarding.
- **Ethical Standards:** SVS GROUP OF INSTITUTIONS Technological College practices the highest ethical standards and human values. The staff members are expected to make the right professional decision to discharge their duties, consistent with the College's principles and standards.
- **Dress Code & Identity Card:** Staff members of the College should present themselves in clean and professional dress, both inside and outside the College campus. The attire that is not consistent with contemporary culture and is deemed improper and unsafe is unacceptable. All staff members should necessarily possess and display the Identity card issued by College during working hours on the College campus and on College duty in organizations outside the campus.
- **Equipment Usage:** The College provides essential equipment to staff members in order to execute their duties staff. The equipment should not be put in for personal use or be removed from its allotted confines on the College campus unless approved by concerned authorities for specific requirements outside campus limits. All equipment and consumables are to be properly maintained and utilized with a separate record- keeping register.
- **Usage of Computer, Phone, and Mail:** The College provides computers and electronic communication devices to staff members for easy and quick interaction during work hours. These facilities should be used diligently and restricted to



official work only. The occasional personal use of computers, phones, or electronic mail and voice mail systems is permitted, but the information stored in these systems will be treated to be the same as other official College-related data.

- **Internet Usage:** Staff members should use the Internet facility judiciously provided by College within the ethical and lawful statute. Internet usage must be limited to official purposes in a manner that does not interfere with employee productivity.
- **Computer Software Usage:** The College strictly uses legal software for its entire administrative, academic, and research activities. College totally prohibits the use of pirated software. The copyright holder has exclusive rights to make and distribute copies- making/distribution of copyright material without prior permission is a copyright violation, except the user's right to make a backup copy for archival purposes.
- **Use of office amenities:** The College provides all essential office facilities that include Printer /Photocopier/stationery required for routine activities. Staff members should utilize these amenities with utmost care avoiding their wastage. The College Letter- heads must be maintained in lock and key storage to be utilized only for official communications. All office equipment and stationery material should be handled diligently without their misuse and damage.
- **Telephone and Personal cell phone usage:** Personal use of the official telephone during office hours is prohibited except during emergencies. The conversations must be kept brief and crisp to avoid congestion of telephone lines. Use of Personal Cell phones at the workplace should be minimum to avoid distraction to other colleagues at work. The staff members should keep their cell phones in silent/vibration mode.
- **Smoking and Consumption of Alcoholic Beverages:** Smoking in public places is prohibited as per the directions of the Honorable Supreme Court. The College strictly PROHIBITS smoking in any form on its campus, along with a prohibition on consumption of Alcoholic beverages.
- **Gifts and offers:** The College follows a transparent policy that discourages its staff from being lured by Gifts and offers from external agencies or individuals. Staff members are also not permitted to give unauthorized gifts to any person or organization without the prior approval of the management.
- **Solicitation and Distribution:** Solicitation in any form for any cause for



College- related work issues is not permitted. Staff members are prohibited from distribution of any non-official literature or promotional nature or otherwise at the workspace.

## **2. Complaint Procedure and Redressal**

Staff members facing any job-related grievances should try to resolve them through discussion with their higher authorities. Staff members witnessing any violation of the Code of conduct should report this to the Code of Conduct Adherence Committee.

Committee will deal with any objectionable behavior or misconduct of staff through Oral advice, written notice, and further disciplinary action based on the severity of the cases.

## **3. Transfer Policy**

Due to administrative requirements, the College shall transfer staff members to any other place of work as part of the employment. The College encourages transfers on request leading to career growth or personal needs. The staff, so transferred, will be issued a fresh appointment letter without being considered a service transfer. The staff shall not be transferred before one year from the date of appointment or previous transfer.

## **4. Additional Employment**

Staff members are prohibited from taking additional work/job that interferes with their official College work either for monetary benefits or otherwise.

## **5. Termination of Services and Resignation**

- The Staff member on repeated violations of College code of conduct related will be subjected to disciplinary action as mentioned in para 1.2 of this document. The staff member on further violation of the College practices, rules, or standards of conduct will be terminated from College services.
- The Staff members shall tender resignation, providing enough notice as per the College's Service Rules prior to the date of resignation. However, the staff members involved in teaching roles are permitted to resign subject to completion of all academic activities of the ongoing semester.
- In situations of the voluntary closure of services by a Staff member, College management conducts a closure discussion to ascertain the genuine reasons for resignation.
- The staff members on the closure of College service have to duly return all the



belongings provided for discharge of duties such as computer, keys, employee ID card, etc. The staff will be issued a 'No-Dues certificate' for settlement of the final account, on clearing of all the dues in connection to Accounts, Library, Department, Staff Credit society, etc., at the time of relieving from duties.

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