

# **CODE OF CONDUCT FOR STUDENTS, TEACHERS, GOVERNING BODY AND ADMINISTRATION**



## **CMR INSTITUTE OF TECHNOLOGY**

**(UGC - Autonomous)**

Approved by AICTE, Permanently Affiliated to JNTUH, Accredited by NBA and NAAC with A Grade

Kandlakoya(V), Medchal District, Hyderabad-501 401, Telangana State

Landline: 08418-200720; Fax: 08418-200240

E-mail: [principal@cmritonline.ac.in](mailto:principal@cmritonline.ac.in)

Web: [www.cmritonline.ac.in](http://www.cmritonline.ac.in)

**May 2023**

**INDEX**

<b>S. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1	Preamble	1
2	Code of conduct for Governing Body	1
3	Code of conduct for Principal	2
4	Code of conduct for Teachers	2
5	Code of Conduct for Non-Teaching Staff	4
6	Code of Conduct for Students	5

**CODE OF CONDUCT FOR STUDENTS, TEACHERS,  
GOVERNING BODY AND ADMINISTRATION**

**1. Preamble**

This Document indicates the standard procedures and practices of CMR Institute of Technology (CMRIT) for all stakeholders. By enforcing and implementing this code of conduct CMRIT aims at achieving an egalitarian, conscientious, and sensitive eco-system; and providing a system which promotes student growth through individual as well as collective responsibility. All stakeholders are expected to be aware of this Code, which can be also reviewed on the official website of the Institute. The document showing code of conduct is approved by Governing Body.

As per the provision of Governing Body a committee is constituted to monitor the adherence to the institutional code of conduct by the stakeholders.

**Composition of Advisory Committee:**

S. No.	Category	Status
1	Chairman, Governing Body	Advisor
2	Head of the Institution	Chairman
3	Dean Students Affair	Member Secretary
4	Two senior most faculty members; one preferably woman	Member
5	Coordinator, IQAC	Member
6	Chairman, Grievance Redressal Cell	Member
7	President, CMRITSU	Member

**Frequency of Meeting:** The committee shall meet at-least four times a year or as and when required. The Member Secretary in consultation with the Chairman prepares and circulates the agenda of the meeting well in advance. The Member Secretary maintains the minutes of the meeting and action taken report.

**Quorum:** Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

**Term:** The tenure of the members shall be three years.

This committee will monitor the implications of code of conduct and act as and when any actions needed.

**2. Code of conduct for Governing Body**

The Governing Body of the college is the supreme body for ensuring the management of the college and for planning its future development.

- a. The Governing Body is the approving authority of all matters of the institution. It should align its actions and activities with the mission and vision of the college. It should approve and monitor academic plans and ensure that all stakeholders of the college work in ways desired by the vision documents.
- b. Governing Body ensures compliance with the statutes, ordinances and provisions regulating their institution, including regulations by statutory bodies, such as UGC, as well as regulations laid out by the State government and JNTUH.
- c. The Governing Body should ensure that non-discriminatory systems are in place so that all stakeholders exercise all forms of equality and ethical views.

---

## **Code of Conduct for Students, Teachers, Governing Body and Administration**

---

- d. The governing body should actively monitor that the Institution implements the requirements of State Governments for reservations of seats and staff positions.
- e. Governing Body of the college should respect and act as per the provision of the Right to Information Act 2005.

### **3. Code of conduct for Principal**

The Principal is the academic and administrative head of the institution. He is also the implementing authority of all decisions taken by the Governing Body and all government agencies. He coordinates among all committees and bodies of the college. Codes applicable in the conduct of Principal are laid down underneath:

- a. Principal should monitor all academic and administrative matters with utmost sincerity. While working as head of the institution he should be impartial and always think about inclusiveness.
- b. To protect the interest of all stakeholders of the college so that they can work freely and give their best for the all-round development of the institution.
- c. The principal shall monitor, evaluate research, development and consultancy services. He should advise faculty members to engage in research works and research publications.
- d. Principal should ensure social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as per the provisions of Indian Constitution.
- e. Principal should sponsor and create an environment for collaboration with other organization that may be advantageous for the college.
- f. Sexual harassment of any form must be eliminated. The college should follow The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 for issues related to sexual harassment cases within the campus.
- g. Principal should encourage the faculty members to undertake new avenues of teaching and learning. He should encourage continuous learning of the teachers.
- h. Principal should create an environment conducive for research and thus promote research activities in the institution. Research output should be archived and placed in proper channel.
- i. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- j. He should encourage students to engage the students in co-curricular activities. Holding sports and cultural programme in the college should be encouraged.
- k. To endeavor for upkeep of tranquility of the region surrounding the College so that academic practices may go on without any disturbance.
- l. To promote and maintain harmonious relationships of the College with the adjoining society and also to promote its sense of responsibility towards the society.

### **4. Code of conduct for Teachers**

The Code of Professional Conduct for teachers serves as a guiding tool as teachers seek to steer an ethical and respectful course through their career in teaching and to uphold the honour and dignity of the profession.

Teachers have to follow the guidelines provided in the Telangana Government Service Rules (Commissioner of Higher Education) and UGC for college teachers from time to time. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. Teachers should follow proper ethical character both in perception and in practice. As a social influencer, a teacher is entrusted with social responsibility. The code for the teachers of the college are-

---

## **Code of Conduct for Students, Teachers, Governing Body and Administration**

---

### **a. Professional Values**

- A teacher should adhere to a responsible pattern of conduct and demeanor expected of them by the society
- A teacher should encourage students for expressing their views even though that may create difference of opinions. Constructive criticism and debate should be encouraged.
- A teacher should be neutral and unbiased towards the students. He / she should provide equal treatment to all students irrespective of caste, creed, religion, gender or socio-economic status and there should not be any partiality or vindictive attitude towards any of them.
- Recognize the difference in aptitude and capabilities among the students and take every necessary steps to nurture them.
- The teacher should inculcate a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded.
- A teacher should act and behave in a dignified manner. Teachers should be aware that society has entrusted them to take the responsibilities of their children.

### **b. Professional Development and Practices**

- For a teacher the quest for knowledge and information should be never ending. He/she must make every effort to garner more and up to date knowledge.
- A teacher should, alongside teaching, pursue research and innovation to contribute in the continuous progress and development of a subject.
- A teacher should regularly participate in Seminars, Faculty Development Programme, Professional Development Programme and Workshops etc. of his / her own interest for continuous professional development.
- A teacher should participate in the formulation of policies of the institution by taking charge of various offices and committees as assigned by the competent authority.
- A teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He / she should also participate in extra-curricular activities of the College as in sports, extension activities, cultural programmes etc.
- A teacher should act as a mentor of selected bunch of students and monitor their overall progress and keep records of their progress.

### **c. Professional Integrity**

- Teachers must maintain ethical behaviour in professional practice by accurately representing their certifications, licenses and other qualifications / personality, regularity, punctuality.
- A teacher must be honest towards himself as well as society in every academic and co-curricular activity. In research and publication, he/ she must take utmost sincerity and honesty by acknowledging the source and data
- The teacher must maintain the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

### **d. Professional Collaboration**

- Teachers should be respectful and cooperative towards their colleagues and non-teaching employees of the college and treat them as equal partners in a cooperative environment.

---

## **Code of Conduct for Students, Teachers, Governing Body and Administration**

---

- Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions thereto.
- Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution.

### **5. Code of Conduct for Non-Teaching Staff**

Several rules of the Government of Telangana State control the service conditions of the college's non-teaching staff. The non-teaching staff's code of ethics has been proposed by the college along the following lines.

#### **a. Reliable Conduct**

- The non-teaching personnel should get familiar with the College policies and follow them as closely as possible.
- Each of them shall carry out the tasks that have been delegated to them with sincerity, honesty, and proper responsibility.
- The non-teaching personnel should under no circumstances work on any other projects during the allotted office hours.
- They should refrain from saying anything or acting in a way that could be construed as inappropriate.

#### **b. Workplace Conduct**

- They should be on time, as the start and successful operation of college activities depend on their prompt attendance each day.
- They should be in charge of the proper usage and upkeep of the furniture and equipment in the college.
- It is expected of the non-teaching staff to uphold confidentiality in all circumstances pertaining to examination and financial matters.
- They ought to carry out their obligations honorably and morally. They should not falsify any official documents that have been entrusted to them.
- Non-teaching personnel must not practise discrimination on the grounds of gender, caste, language, or religion.

#### **c. Professional Relationship**

- Non-teaching staff members and students interact often, for example, during counseling, admissions, financial aid disbursement, exams, and other events. On a consistent basis, students interact with support personnel in computer labs, scientific labs, and libraries. They are supposed to treat the students with kindness, patience, and assistance.
- Non-teaching staff members should accept college authorities' decisions. Any disagreement should be resolved amicably rather than through aggressive behaviour because an institution's development depends on trust and goodwill between its members.
- The teaching staff should be viewed as colleagues rather than as distinct groups by the non-teaching employees.
- During admission and examinations, non-teaching staff members are the first to interact with student guardians. People must remember that their actions have consequences.

### 6. Code of Conduct for Students

#### a. Conduct

The code designed shall apply to all sorts of conduct of students within the campus and off-campus. At the time of admission, each student would have to sign a document by giving consent to abide by the codes and should also affirm undertakings that,

- The student shall be regular in the classes and all academic assignments
- In case, the student wishes to discontinue studies for any reason, he/she may be relieved from the Institution subject to the policies of CMRIT, JNTUH and Commissioner of Higher Education, TS
- Student who wishes to leave the college shall have to clear all pending dues.

The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students are expected to maintain academic integrity. They should be respectful to all persons, to their rights and duties, to the college property and to the safety of others. All students must deter from indulging in any form of misconduct.

*The various forms of Misconduct, the Students are expected to refrain from, include:*

- Any act of discrimination relating to gender, caste, race, religion, region, language, family, physical or mental disability etc. Body shaming in any form among students must be avoided.
- Intentionally damaging or destroying property and belongings of the college, peers and other stakeholders.
- Any activity, which may disrupt the academic as well as non-academic environment of the college.
- Entering or trying to enter the college without proper identity card, issued by the Institution, or refusing to produce it on demand by security personnel.
- Participating in activities including
  - Organizing meetings, gatherings and processions without permission of the authority.
  - Accepting membership of any group banned by the college or by the State or Central Government.
  - Collecting donations from students and teachers without permission of the Authority.
  - Using drugs and narcotics in the campus including hostel.
  - Possessing, consuming, distributing, and selling of alcohol in the Institute.
  - Parking a vehicle in places, which may be inconvenient to others.
  - **Blowing horn of vehicles unless it is extremely urgent.**
  - Pilfering or unauthorized access to the resources of others.
  - Disruptions in Union Body Election by not following the guidelines of Lyngdoh Commission.
- Students should not interact with media representatives or invite media persons on to the campus without the permission of the authorities of the institute.
- Students are not permitted to do audio or video recording of the lectures delivered in classrooms, actions of other students, faculty or staff without prior permission.  
**Moreover students must be aware of various provisions of Copyright Laws and Laws relating to Cyber Crime.**
- Students must be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities.



---

## Code of Conduct for Students, Teachers, Governing Body and Administration

---

- Causing damage to or destruction of any property of the College or any property of others at the premises would invite punishment which may be extended up to compensation for the damage or suspension or any other which may be deemed proper.

A committee will be there to look after any possible breach of the aforesaid codes of conduct by a student. It will inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more actions that are disciplinary based on the nature of misconduct.

### b. Academic Integrity

Academic integrity is a serious issue in the field of higher education and violation of this may lead to adverse consequences. The policies of the college regarding academic integrity must be adhered by all stakeholders of the college. Failure to adhere these policies shall put adverse impact on the reputation and values of the college.

#### *The policies of academic integrity expect a student should*

- Properly acknowledge and cite all academic materials sourced from others.
- Ensure that all academic assignments are done by himself/herself.
- Refrain from engaging in plagiarism.
- Not use any items which are not permissible by laws of the land or laws of any institutions.
- Refrain from cheating. Cheating includes:
  - Copying during examinations, homework assignments, dissertation, thesis, project report etc.
  - 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 data and facts.
  - Creating fake or incorrect 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 and research paper or attendance sheet.

### c. Anti-Ragging Provisions

The college strictly follows 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009' (hereinafter referred to as the 'UGC Regulations') and all provisions of the laws relating to ragging. The said UGC Regulations shall apply mutatis mutandis to the Institution. Ragging constitutes one or more of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;



## **Code of Conduct for Students, Teachers, Governing Body and Administration**

---

- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- any act of financial extortion or forceful expenditure burden put on a student by other students;
- any act of 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 of a student;
- any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

### **d. Anti-Ragging Committee**

The college has an Anti-Ragging Committee with members from the faculty members as well as from the students. The Committee reviews all complaints of cases of ragging and made recommendations based on fact and nature of the crime.

A student found guilty by the committee will be imposed one or more of the following punishments, as recommended by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Withholding/withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Suspension/expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

### **e. Sexual Harassment and Gender Discrimination**

The college has a committee for cases relating to Sexual Harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case. Any such instances will be investigated and punishment will be given by the committee. The committee will decide (as it deems fit) the nature of punishment against the nature of the incident occurred. Moreover, the Women Protection Cell of the college organizes gender sensitization programme occasionally.