

Dr. B. Satyanarayana

B.Tech., M.Tech., Ph.D., MISTE
Professor & Principal

AUTHENTICATION CERTIFICATE

This is to certify that the Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes

S.No	Name of the Document
1	Report on the student attributes facilitated by the Institution
2	Policy document on code of ethics
3	Handbooks, manuals and brochures on human values and professional ethics
4	Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority
5	Constitution and proceedings of the monitoring committee
6	Activities organized for teachers, students, administrators and other staff on code of conduct

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EXPLORE TO INVENT



Principal

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
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CMR INSTITUTE OF TECHNOLOGY

UGC Autonomous

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



7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard:

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CODE OF ETHICS FOR FACULTY



Principal
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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

Web: www.cmritonline.ac.in

May 2023

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CODE OF ETHICS FOR FACULTY

Preamble

The mission of the College is to impart quality technical education for a better future by providing appropriate learning environment through continuous improvement and customization. This entails high quality instruction delivery supported by allied activities like research, industry-institute interaction etc. It is the responsibility of the College to provide systematic support to faculty members so that they are properly equipped to meet the demands of the instruction.

An essential component of the mission of CMRIT is to impart and sustain an atmosphere of intellectual excitement, a climate of learning and innovation among students. In pursuit of this mission, the College is committed to achieving academic excellence, to creating an environment for learning, and to cultivating responsible citizenship in the larger society.

CMRIT is a community in which intellectual growth, learning from others, mutual tolerance, and respect for freedom of thought and expression are principles of paramount importance. And also the institute promotes free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, CMRIT faculty take advantage of the academic and non-academic opportunities available to them, depending on their teaching and expanding their activities beyond academic programs.

Accepting membership into the CMRIT community as a faculty entails an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for his/her own actions and is expected to respect the rights of others.

The purpose of CMRIT's Code of Conduct and Ethics for Faculty ('Code') is to indicate in a general way the obligations of a faculty member toward the students and the College.

Core Standards

1. Rights of Faculty Citizenship

Membership in CMRIT community affords every faculty certain rights that are essential to its educational mission and its character as a community. They are:

- a. The right to have access to and participate in the academic and non-academic opportunities afforded by CMRIT, subject to applicable standards or requirements.
- b. The right to freedom of thought and expression.
- c. The right to be free from discrimination on the basis of race, color, gender, religion, national or ethnic origin, age, disability, or status as a disabled.
- d. The right to fair judicial process in the determination of accountability for conducts.



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2. Responsibilities of faculty citizenship

CMRIT allows faculty for a flexible scheduling of time and an opportunity to pursue intellectual interests relatively free from distraction. At CMRIT, teaching and scholarship have equal rank and considered to be interdependent. CMRIT is an institution of great complexity that requires a large expenditure of faculty time for its successful governance and operation. The contributions of faculty members are as follows:

- a. **Teaching:** Faculty members are expected to participate fully in the teaching program.

Teaching loads, which may vary from time to time, are determined by the Head of each department in consultation with the faculty. The teaching of students at all levels is to be distributed among faculty members without regard to rank or seniority as such. Faculty members are also expected to bear their fair share of the responsibility for supervising student research and independent study after becoming a member of CMRIT faculty members must convey willingness to accommodate oneself to the scheduling of courses, laboratories, faculty meetings, and committee assignments. Faculty members are expected to be available for advising and individual student meetings during scheduled office hours or appointments or both. Moreover, faculty members are also expected to be easily available to their colleagues. Only compelling personal or professional reasons should prevent faculty members from holding classes at the scheduled times. Every effort should be made to reschedule classes missed because of a teacher's absence.

- b. **Research:** Faculty research and publications are expected to continue throughout their active careers. Teaching loads at CMRIT generally reflect the assumption that a significant part of the faculty member's time will be devoted to research.
- c. **Service:** Another aspect of faculty activity is service to the department, the College. The faculty is involved in all decisions affecting courses, curricula, degrees, appointments and promotions, and in many other multifarious aspects of campus life and activities. Thus, service as administrators and committee members is an important part of faculty life.

All three activities - teaching, research, and service - are of major importance, and all may be considered in determining salary levels and eligibility for promotion. Since some members may be called upon for extraordinary effort in one or more of these areas, such effort is consistent with adjustment in the others. Thus, exceptionally heavy administrative duties are often balanced by a reduction in teaching load. Taken in their entirety, faculty activities usually involve a total commitment of one's professional time and efforts

Specific Standards

1. Cadres and appointments

Permissible ranks in faculty are i) Professor, ii) Associate Professor, and iii) Assistant Professor. UGC rules and regulations are adopted for faculty appointments considering their qualifications and experiences. Faculty will get UGC pay scales and other benefits prescribed by Government of Telangana State and extended by Governing Body of the College. (See Faculty Service Rules for detailed descriptions)

2. Adjunct faculty

This group is composed of faculty members whose primary careers are outside the College faculty, whether self-employed or with other institutions of higher education, business or nonprofit organizations, or government agencies. Such persons may be appointed to part-time academic status in the College while continuing their principal associations or careers elsewhere.

Academic ranks in the Adjunct Faculty are Adjunct Professor/Associate Professor/Assistant Professor. These titles are to be written in full whenever used on documents, in listings of College personnel and in correspondence. (See Faculty Service Rules for detailed descriptions)

3. Career opportunities and regulations

See Faculty Service Rules for detailed descriptions

4. Ethics and conduct

Faculty members are expected to maintain a high degree of decorum and integrity at all times.

Clearly, it is not possible to give a complete list of what is acceptable and what is not. This section, therefore, deals only generally

a. Academic integrity

The College takes a very serious view of any act of plagiarism. There are guidelines issued by National Academies on what constitutes plagiarism. In technical publications, all joint authors are responsible equally for any offence of plagiarism.

See Code of Ethics in Research and Innovation for detailed descriptions

b. Sexual harassment of women at the workplace

This section is primarily meant for male faculty. As a faculty you would interact with a lot of female students. Likewise you would interact with female colleagues and other staff. Your behavior in all such interactions must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome sexual behavior, whether directly or by implication, such as through

- i. physical contact and advances
- ii. demand or request for sexual favors
- iii. sexually colored remarks (this includes colored jokes in a mixed company, or a classroom, or even within hearing distance of a female member of the community)
- iv. showing pornography
- v. any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Any employee or student can approach the Women's Cell constituted by the College, either for advice or for redressal. An inquiry by the Women's Cell has the status of an official inquiry and employees have to cooperate with the Cell in its investigations.

c. General conduct

- i. Joining political party or canvassing in an election is prohibited
- ii. Criticism of the College in any mass media (print or electronic) is not permitted
- iii. Faculty can approach Grievance Redressal Committee or any other appropriate forum to express feelings.

5. Grievance guidelines

In general, Faculty with a grievance should first discuss the matter with the immediate supervisor of the individual involved. In case of conflicts of interest, then the next non- conflicted level should be engaged. For academic matters the normal hierarchy is: a) Department Head → b) Principal → c) Director.

At any point the faculty member may wish to circumvent steps a-b and contact the Director.

If a faculty member has a grievance concerning a non-academic matter, the suggested procedural steps should be discussion with: a) Grievance redressal committee → b) Principal → c) Director.



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CODE OF ETHICS FOR STUDENTS



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CODE OF ETHICS FOR STUDENTS

Preamble

The vision of CMR Institute of Technology is to create world class technocrats for societal needs. In pursuit of this vision, the College is committed to impart quality academic excellence to students in Engineering & Technology and Business management, in an environment of technological excellence and groom them in to responsible citizens in the larger interest of the society

At CMRIT intellectual growth, learning from others, mutual tolerance and respect for freedom of thought and expression are principles of paramount importance. In an environment that promotes free interchange of ideas, cultural and intellectual diversity, and a wealth of social opportunities, CMRIT students avail the academic and non-academic opportunities available to them, deepen their intellectual insights through formal instruction, and expand their educational experience. "Citizens" of CMRIT community include students, faculty, staff and those otherwise affiliated with CMRIT.

Accepting membership into the CMRIT community as a student entails an obligation to promote its welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for his or her own actions and is expected to respect the rights of others.

The mission of this Code of Ethics for Students ('Code') is to nurture ethically responsible students. Adherence to high standards of ethics will enhance the quality of professionals at CMRIT and will enrich the image of CMRIT.

Core Standards

1. Rights of Students' Citizenship

Membership in the CMRIT community affords every student certain rights that are essential to its educational mission and its character as a community:

- a. The right to have access to and participate in the academic and non- academic opportunities afforded by CMRIT, subject to applicable standards or requirements
- b. The right to freedom of thought and expression
- c. The right to be free from discrimination on the basis of race, color, gender, religion, national or ethnic origin, age, disability, or status as a disabled
- d. The right to fair judicial process in the determination of accountability for conducts

2. Responsibilities of Student Citizenship

Students are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the College. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside CMRIT community.

Responsible behavior includes, but is not limited to the following obligations:

- a. To comply with all provisions of CMRIT's Code of Academic Integrity
- b. To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the possession of dangerous articles (such as firearms, explosive materials, etc.) on CMRIT property or at events
- c. To respect the right of fellow students to participate in CMRIT organization and be in cordial relationships with other students without fear, threat, or act of hazing.



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- d. To refrain from such conduct towards other students that infringes upon the Rights of Student Citizenship. CMRIT condemns hate speech, epithets, and racial, ethnic, sexual and religious slurs. However, the content of student speech or expression is not by itself a basis for disciplinary action. Student speech may be subject to disciplinary action when it violates applicable laws or regulations or policies
- e. To refrain from stealing, damaging, defacing, or misusing the property or facilities of CMRIT or of others. This also precludes the disruption of computing services or interference with the rights of others to use computer resources
- f. To be honest and truthful in dealings with the CMRIT, about one's own identity (e.g., name or id number)
- g. To cooperate fully and honestly in the Disciplinary System of the Institute, including the obligation to comply with all judicial sanctions
- h. To comply with policies and regulations of CMRIT (e.g., Anti-Ragging Regulations, Drug and Alcohol Policies, Sexual Harassment Policy, etc.)
- i. To comply with central, state and local laws

Specific Standards

1. Representations

The CMRIT student is expected to represent himself or herself honestly in all oral or written statements. The student will not knowingly misrepresent any material fact to other students, faculty, staff, prospective employer, or anyone else while representing himself or herself as a member of the CMR community, especially through, but not limited to:

- a. Lying to prospective employers, either directly through oral or written statements or indirectly through misrepresentation of background in resume
- b. Misrepresenting any material fact on a KSRM application, financial aid form, or other official document
- c. Lying to a fellow student, a faculty member, or an administrator in order to gain preferential treatment

2. Academic pursuits

CMRIT students are expected to represent their academic personality honestly and fairly. The student will not knowingly use any dishonest method to gain an unfair advantage over other students in academic pursuits, especially through, but not limited to:

- a. Giving or receiving any unauthorized aid on an assignment or exam, including working in groups on any assignment that has been designated as individual by the instructor.
- b. Misrepresenting the originality of one's work (plagiarism), particularly through failing to footnote the contributions of another, except as permitted by the instructor.
- c. Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor.

3. Property

CMRIT student is expected to respect the materials, data, and property of other members of CMR community. The student will not misuse or misappropriate the materials, data, or other property of another, especially through, but not limited to:

- a. Accessing, removing, or destroying any information, materials, or other property from

another student's or student organization's premises, locker, computer files, or mail folder without prior permission.

- b. Accessing or removing without prior permission, or hiding or destroying any corporate records, files, job postings, or academic materials from the library, the career planning office, or any other administrative office.
- c. Divulging proprietary or confidentially-provided information obtained for class assignments.
- d. Utilizing for commercial gain any material, systems, websites, or software provided to or by CMRIT specifically and restrictively for educational purposes without prior permission of the provider.

4. Individual rights

CMRIT student is expected to respect the individual rights of others. Specifically, students will observe the College policies against harassment and discrimination. Any violation of these policies will attract disciplinary action.

5. Grievance guidelines

In general, a student with a grievance should first discuss the matter with the immediate mentor/supervisor of the individual involved. In case of conflicts of interest, then the next non-conflicted level should be engaged. For academic matters the normal hierarchy is: → a) Mentor → b) relevant course faculty instructor c) Department Head → d) Principal → e) Director.

At any point the student may wish to circumvent steps a-c and contact the Principal.

If a student has a grievance concerning a non-academic matter, the suggested procedural steps should be discussion with: a) Mentor/warden → b) Department Head → c) Principal → d) Director.

At any point the student may wish to circumvent steps a - b and contact the Principal.



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Date: 09.09.2023

CIRCULAR

Sub: Appointment of Code of Conduct Monitoring Committee Reg

The following members are here by appointed as code of conduct monitoring committee members of the institute. The order will come into force with immediate effect untill further orders.

S.No	Name	Designation
1	Dr. B. Satyanarayana, Prof., CSE	Principal & Chairman
2	Dr K. Praveen Kumar, Coordinator IQAC	Member
3	Dr. K. Niranjana Reddy, Assoc Prof. & HOD, ECE	Member
4	Dr .K. Pradeep Reddy, Assoc.Prof & HOD, CSE	Member
5	Dr Nirmal Kumar, Assoc.Prof & HOD CSE(DS)	Member
6	Dr A Jesu Prabhu, Assoc.Prof & HOD CSE(AIML)	Member
7	Dr. M. Radha Krishna Reddy, Prof.& HOD H&S	Member
8	Dr. G. Sai Rekha, Prof.& HOD MBA	Member
9	Mr T. Mohan Rao, Asst.Prof., Physical Education	Member
10	Dr. Janga Prasad, Assoc. Prof, ECE, Incharge Anti-Ragging & Disciplinary Committee	Member
11	Mr Mohmad Ahmed Ali, Training & Placement Officer	Member
12	Dr. Vinit Kumar Gunjan, Dean Academics	Member
13	Prof. D. Upender Chary, Asst. Prof. & COE	Member

Functions and Responsibilities:

1. To monitor the implementation of code of conduct by both faculty and students.
2. To conduct awareness on the institutions code of conduct to the teaching, non-teaching and students in the campus.
3. Any grievance matter belongs to the implementation of code of conduct in the campus.

CC to

1. P.A to Principal
2. All the HODs
3. Notice Board

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Date: 05.09.2022

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4	Dr .K. Pradeep Reddy, Assoc.Prof & HOD, CSE	Member
5	Dr. Gudla Balakrishna, , Assoc.Prof & HOD CSE(DS)	Member
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Date: 01.09.2021

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6	Dr A Jesu Prabhu, Assoc.Prof & HOD CSE (AI&ML)	Member
7	Dr. K. Niranjan Reddy, Assoc Prof. & HOD, ECE	Member
8	Dr. T. Vishnuvardhan, Prof.& HOD ME	Member
9	Dr. G. Sai Rekha, Prof.& HOD MBA	Member
10	Dr. B. Tulasi Lakshmi Devi, Prof.& HOD H&S	Member
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Date: 02.11.2020

CIRCULAR

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S.No	Name	Designation
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2	Dr K. Praveen Kumar, Coordinator IQAC	Member
3	Prof. A. Krishna Rao, Assoc. Prof & HOD CE	Member
4	Dr. D. Baswaraj, Prof. & HOD CSE	Member
5	Dr. T. Anil Kumar Prof. & HOD ECE	Member
6	Dr. T. Vishnuvardhan, Prof.& HOD ME	Member
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Date: 05.09.2019

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3	Prof. A. Krishna Rao, Assoc. Prof & HOD CE	Member
4	Dr. D. Baswaraj, Prof. & HOD CSE	Member
5	Dr. T. Anil Kumar Prof. & HOD ECE	Member
6	Dr. T. Vishnuvardhan, Prof.& HOD ME	Member
7	Dr. G. Sai Rekha, Prof.& HOD MBA	Member
8	Dr. B. Tulasi Lakshmi Devi, Prof.& HOD H&S	Member
9	Mr T. Mohan Rao, Asst.Prof., Physical Education	Member
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Date: 09-07-2018

Orientation Programme for Students 2018

CIRCULAR

All the staff members and I Year B.Tech are informed that on 19-07-2018 the institute is going to Organise Orientation programme for 2018 batch students at CMRIT Auditorium.

All the HODs are informed to inform to their staff and students to attend the above said programme.

CC to

1. P.A to Principal
2. All the HODs
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Lighting the lamp



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Date: 01-08-2019

Orientation Programme for Students 2019

CIRCULAR

All the staff members and I Year B.Tech are informed that on 07-08-2019 the institute is going to Organise Orientation programme for 2019 batch students at CMRIT Auditorium.

All the HODs are informed to inform to their staff and students to attend the above said programme.

CC to

1. P.A to Principal
2. All the HODs
3. Notice Board

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Lighting the lamp of the event



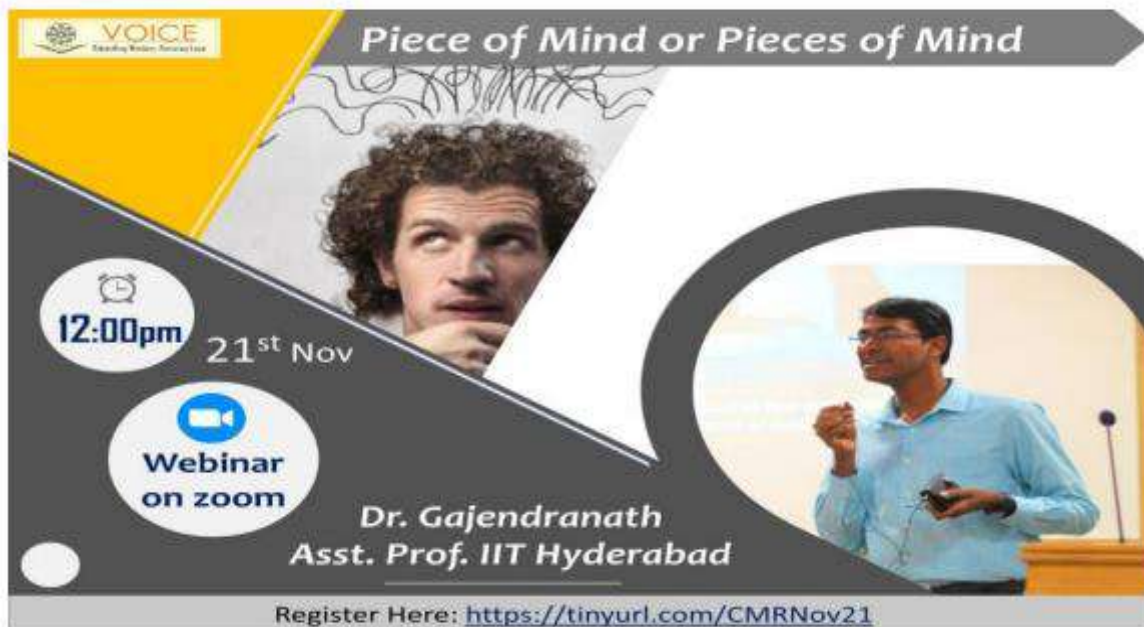
Participants raise for the national anthem



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“PIECE OF MIND OR PIECES OF MIND”

The NSS UNIT of CMR Institute of Technology has come up with an informative online webinar that speaks about the present problems the youth are facing. The webinar was all about “PIECE OF MIND OR PIECES OF MIND”, it was for all the young minds who need to be nourished to grow well and wise. The Speaker of the online webinar “PIECE OF MIND OR PIECES OF MIND” was Sir Dr. Gajendranath (Assistant professor IIT Hyderabad). The webinar started by making the participants aware of the abbreviation of MIND, and it was followed by the ways to cultivate the mind. The webinar was fascinating to listen to and was very enlightening at the end of the seminar the participants would give some real peace of mind.



VOICE
Speaking Better, Becoming Wiser

Piece of Mind or Pieces of Mind

12:00pm 21st Nov

Webinar on zoom

Dr. Gajendranath
Asst. Prof. IIT Hyderabad

Register Here: <https://tinyurl.com/CMRNov21>



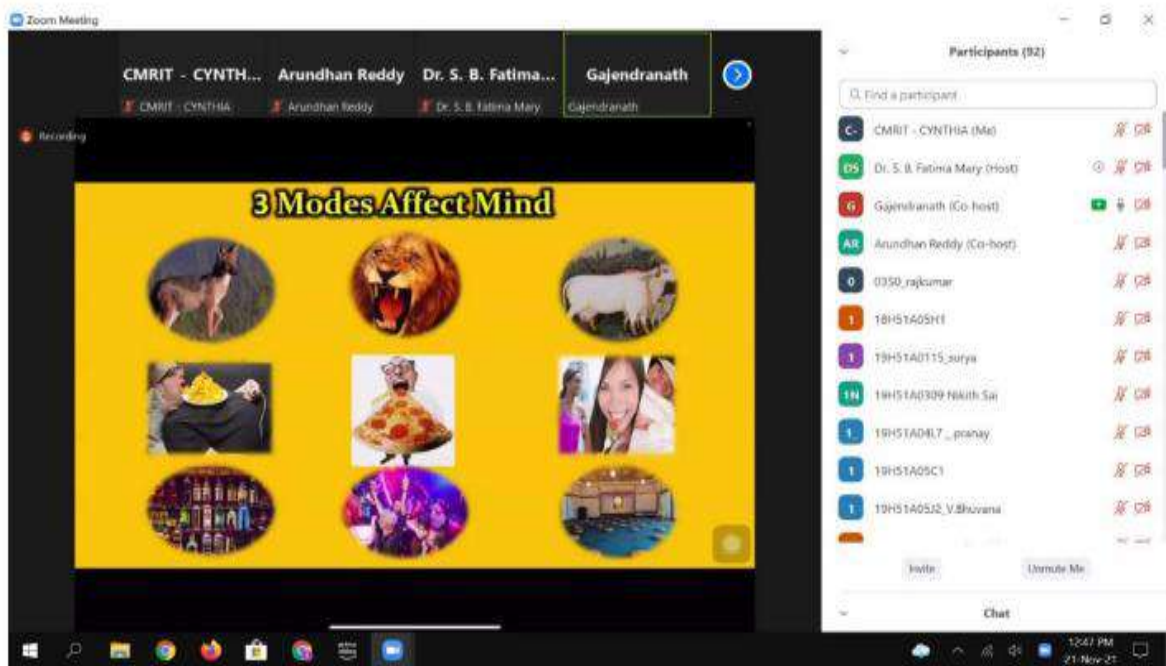
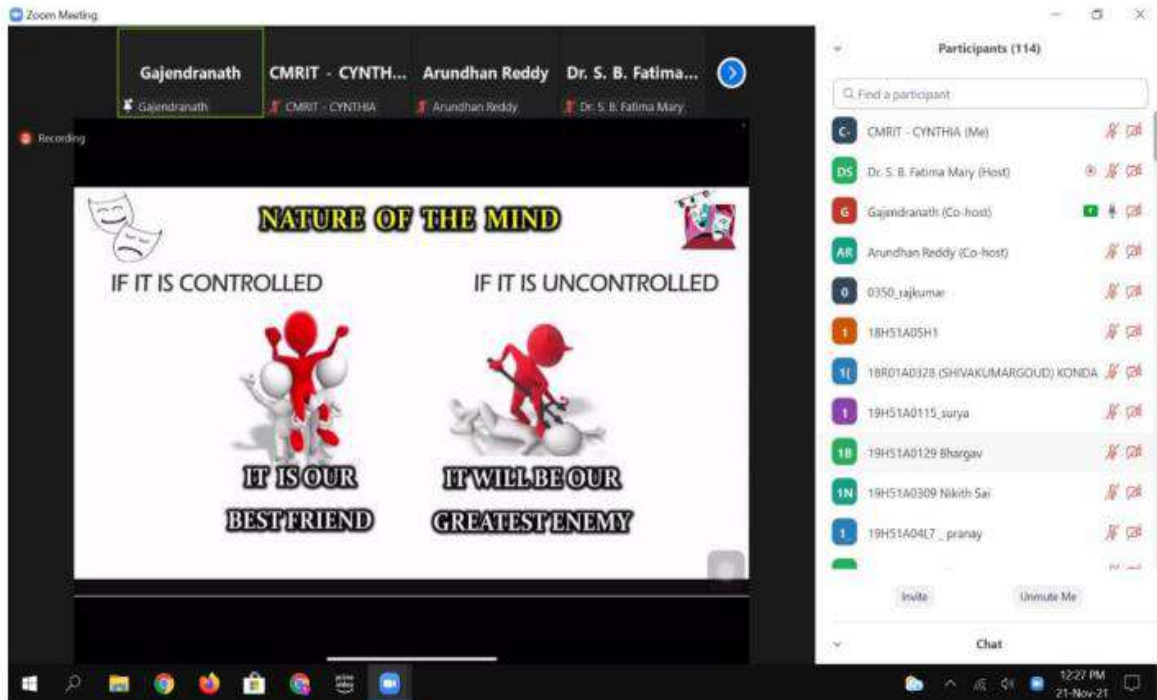
Zoom Meeting

Participants: Gajendranath, CMRIT - CYNTHIA..., Arundhan Reddy, Dr. S. B. Fatima...

4 Deadly Characteristics of Mind
M.I.N.D ACRONYM

Participants (11/0):

- CMRIT - CYNTHIA (ON)
- Dr. S. B. Fatima (OFF)
- Gajendranath (Co-host)
- Arundhan Reddy (Co-host)
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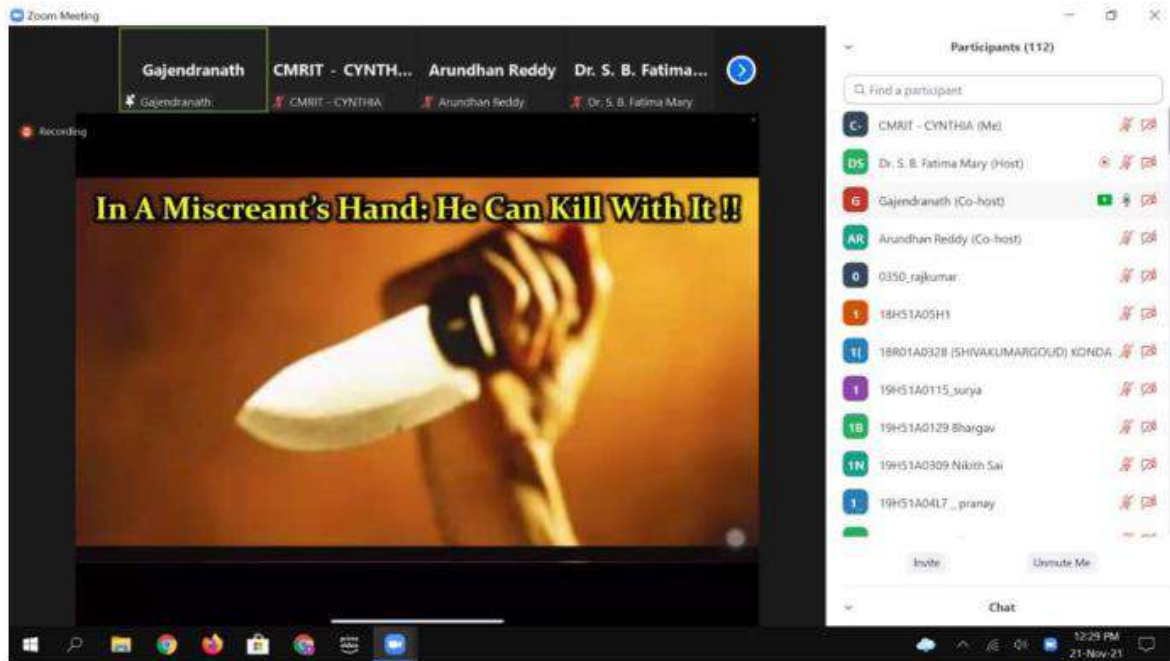


Some of the important points of the seminar are:


- The phrase piece of mind describes the mental state of tranquility or protection you enjoy when free from worry.
- The idiom to give someone a piece of your mind means to angrily express your opinion to someone about something they have done wrong.
- Conversely, piece of mind is a faulty combination of the two previous expressions, and should never be used.



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In a Nutshell, the summary of what the participants learned from the seminar was “Not sure if you’re offering someone “peace of mind” or “a piece of your mind”? It could be the difference between a long-lasting friendship and World War III. Simply remember: Peace of mind is a positive state of relaxation, while the idiom to give someone a piece of your mind means that you will angrily disagree with them.



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Date: 22-11-2021

Orientation Programme for Students 2021

CIRCULAR

All the staff members and I Year B.Tech are informed that on 26-11-2021 the institute is going to Organise Orientation programme for 2021 batch students at CMRIT Auditorium.

All the HODs are informed to inform to their staff and students to attend the above said programme.

CC to

1. P.A to Principal
2. All the HODs
3. Notice Board

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INVITATION

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Kandlakoya, Hyderabad

ORIENTATION PROGRAMME SCHEDULE

- 09:30AM : Registration
- 10:30AM : Inviting Guests to the dais
- 10:35a.m : Lighting of the lamp
- 10:40a.m : Invocation
- 10:45a.m : Address by Director, CMRIT
- 11:00a.m : Address by Sri. Ch. Malla Reddy Garu,
Founder Chairman, CMRGI
- 11:10a.m : Address by Secretary & Correspondent,
CMRGI
- 11:15a.m : Address by Management Members,
CMRGI
- 11:20a.m : Address by Principals of CMRGI
- 11:40a.m : Address by T&P Officer, CMRGI
- 11:50a.m : Address by HOD, FED
- 12:05p.m : Address by Deans and HODs
- 12:25p.m : Senior Students' views
- 12:35p.m : Parents' views
- 12:45p.m : Vote of Thanks
- 12:50p.m : National Anthem
- 01:00p.m : Lunch
- 02:00p.m : Class Work

We cordially invite you to the
Orientation Programme

for newly admitted B.Tech. Students
and parents on 26-11-2021, at
09:30 A.M. in CMR Auditorium.

We solicit Your gracious presence
on the occasion.

- Director CMRIT

Venue : CMR Auditorium

09:30 AM - 01:00 PM : Orientation Programme

01:00 PM - 02:00 PM : Lunch

02:00 PM - 04:00 PM : Class work follows




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Lighting the lamp of orientation programme



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FDP on Outcome based teaching and learning

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Kandlakoya (V), Medchal Dist. Hyderabad.501401

CMRIT/H&S/Cir-22/2022 Date: 09-06-2022

CIRCULAR

All the Faculty members are informed to attend the FDP on "Outcome Based Teaching and Learning" conducted by Prof. M.L.Sai Kumar on 11.06.2022 from 9.30a.m to 4.00pm in room no :153

HOD H&S
P Pavan Kumar

sd/-
Director
Dr. M. Janga Reddy

Copy to :
All Heads of the Departments

H&S	CSE	CSD	CSE (AIML)	ECE	MECH	CIVIL	MBA
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>



ML Sai Kumar interacting with faculty in the Session




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CMRIT Teaching staff participating at session



Director facilitating Prof ML Sai Kumar



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Guest lecture on IPR



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CMRIT/CSE/Cir-23/2022

Date: 21-06-2022

CIRCULAR

All the Faculty members are informed to attend the Guest Lecture on "Intellectual Property Right (IPR)" going to given by *Dr. Ashish Mishra, Professor, Department of Computer Science and Engineering, Gyan ganga Institute of Technology and Sciences, Jabalpur, Madhya Pradesh* on 25.06.2022 at 11.15 am in Seminar Hall room no.153

A. Prakash
HOD CSE 23/6/2022
A. Prakash

Dr. M. Janga Reddy
23/6/22
Director
Dr. M. Janga Reddy

Copy to :
All Heads of the Departments

H&S	CSE	CSD	CSM	ECE	MECH	CIVIL	MBA



Group Photo of the IPR Session

Principal

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Guest lecture on An Overview of IPR



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Department of Computer Science and Engineering

Name of the Event: An overview of IPR (Seminar)

Date: 19-01-2023

Organized by: CMRIT

No of Faculty attended: 30

No of Students attended:



An overview of IPR 19-01-2023

Principal facilitating the resource person Dr V Solanki



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Date: 04-10-2023

Orientation Programme for MBA Students 2023

CIRCULAR

All the MBA staff members and I Year MBA are informed that on 09-10-2023 the institute is going to Organise Orientation programme for MBA 2023 batch students at CMRIT Auditorium.

All the HODs are informed to inform to their staff and students to attend the above said programme.

CC to

1. P.A to Principal
2. All the HODs
3. Notice Board

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Principal



Dignitaries lighting the lamp of MBA Orientation Programme



All the participants raise for the National Anthem



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



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

Landline: 08418-200720; Fax: 08418-200240

E-mail: principal@cmritonline.ac.in

Web: www.cmritonline.ac.in

May 2023

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

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**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.

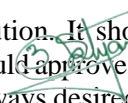
Term: The tenure of the members shall be three years.

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 regarding 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.


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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. Punishment 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.



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



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(UGC - Autonomous)

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



HANDBOOK ON HUMAN VALUES & PROFESSIONAL ETHICS

“Quality education is the fundamental right of every Indian citizen which lays the good foundation for Individual and Societal growth”

CMR Institute of Technology, Hyderabad is committed to impart quality education, to create valuable human resource proving as an asset to the nation.

Principal

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About the Institute:

CMR Institute of Technology established in the year 2005 under MGR Educational Society in Kandlakoya village is a UGC Autonomous, NBA Accredited and NAAC 'A' Grade Institution. Located amidst lush green environs in 10 acres of land with a built up area of 31193.72 Sqm is one such academic destination to cherish intellectual acumen. CMRIT imparts quality education to students in Engineering & Technology and Management. Since inception, CMRIT has been consistently ranking top among engineering institutions of Telangana. CMRIT is the right place to define one's future with a will to question ideas, pursue long-held passions and explore new interests.

Vision: To create world class technocrats for societal needs.

Mission: Achieve global quality technical education by assessing learning environment through

- Innovative Research & Development
- Eco-system for better Industry institute interaction
- Capacity building among stakeholders

Quality Policy: Strive for global professional excellence in pursuit of key-stakeholders.

Objectives: (Human Values & Professional Ethics)

- To understand the moral values that should to guide the teaching professionals to be good human beings and to resolve the moral issues in the profession.
- To justify the moral judgment concerning the profession.
- Intended to develop a set of beliefs, attitudes, and habits that students should display concerning morality.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

The prime objective of the Professional Ethics is to develop ability to deal effectively with moral complexity in the students of CMR Institute of Technology, Hyderabad as follows.

To Improvement of The Cognitive Skills: (Skills of the Intellect in thinking clearly):

- To create moral awareness
- Convincing moral reasoning (comprehending, assessing different views)
- Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
- Moral communication, to express and support one's views to others.

To Act in Morally Desirable Ways: (Towards moral commitment and responsible conduct):

- Moral reasonableness i.e., willing and able to be morally responsible.
- Respect for persons, which means showing concern for the well-being of others, besides oneself.
- Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives.
- Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.
- Integrity, which means moral integrity, and integrating one's professional life and personal convictions.

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HUMAN VALUES

Morals:

Morals are the welfare principles enunciated by the wise people, based on their experience and wisdom. They were edited and changed with the development of knowledge and needs of society.

Morality is concerned with principles and practices of morals such as: What ought or ought not to be done in a given situation? , What is right or wrong about the handling of a situation? and What is good or bad about the people, policies, and ideals involved?

Values:

Humans have the unique ability to define their identity, choose their values and establish their beliefs. All the three of these directly influence a person's behaviour. People have gone to great lengths to demonstrate the validity of their beliefs, including war and sacrificing their own life! Conversely, people are not motivated to support or validate the beliefs of another, when those beliefs are contrary to their own. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. Another definition is: Values are our guidelines for our success—our paradigm about what is acceptable. Personal values are defined as: Emotional beliefs in principles regarded as particularly favourable or important for the individual. Our values associate emotions to our experiences and guide our choices, decisions and actions.

Integrity: Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well- informed decisions. It yields the person's peace of mind, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It entuses people not only to execute a job well but also to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Moral integrity is defined as a virtue, which reflects consistency in one's attitudes, emotions, and conduct in relation to justified moral values. Integrity comes in many forms, but honesty and dependability are two traits that are expected in most workplace situations. Without responsible behaviour, distrust can make a work environment tense and uncomfortable. A strong work ethic shows that co-workers are reliable and take their responsibilities seriously. Polite communication, respectable behavior and fiscal responsibility also help them stand out as a trustworthy employee.

Examples of Integrity at Workplace: Work When You're on the Clock: Attending and working diligently when you're on the clock is a clear example of workplace integrity. Socializing, surfing the Internet, making personal phone calls, texting and frequent snacking are activities that detract from work time. Saving those activities for break time will show your boss, colleagues and the students that you work hard when you're on the clock. Even if you don't actually clock in and out with a time card, focusing on your work responsibilities while you're at your desk, work station or production area will showcase your strong work habits.

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- a) **Follow Institution Policies:** Abiding by institution policies is a powerful way to demonstrate integrity. Cutting corners and neglecting to follow workplace regulations can lead to mistakes, problems and even dangerous situations. Your willingness to properly record financial transactions, safely dispense of hazardous or toxic materials, follow BSIOTR protocol for dealing with stake holders, perform clean-up or set-up procedures and properly maintain equipment shows others that you're not just looking for the easy way out. Establishing yourself as a trustworthy employee shows your boss, co-employees and students that you'll faithfully carry out your duties.
- b) **Service Learning:** Service-learning seeks to engage individuals in activities that combine both community service and academic learning. Because service-learning programs are typically rooted in formal courses (core academic, elective, or vocational), the service activities are usually based on particular curricular concepts that are being taught. Service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community.
- c) **A Service-Learning Program Provides Educational Experiences:** Under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with school and community; That are integrated into the students' academic curriculum or provide structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; That provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and That enhance what is taught by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

Civic Virtue: Civic virtues are the moral duties and rights, as a citizen of the village or the country or an integral part of the society and environment. An individual may exhibit civic virtues by voting, volunteering, and organizing welfare groups and meetings.

Respect for Others: This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

- Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.
- Respect others 'ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but should listen to them first. One can correct or warn, if they commit mistakes. Some people may wait and watch as fun, if one falls, claiming that they know others 'mistakes before and know that they will fall! Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.
- Show goodwill 'on others. Love others. Allow others to grow. Basically, the goodwill reflects on the originator and multiplies itself on everybody. This will facilitate collinearity, focus, coherence, and strength to achieve the goals.

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Living Peacefully: To live peacefully, one should start installing peace within (self). Charity begins at home. Only then one can spread peace to family, organization where one works, and then to the world, including the environment. Only who are at peace can spread peace. You can't gift an article which you do not possess. The essence of oriental philosophy is that one should not fight for peace. It is oxymoron. War or peace can be won only by peace, and not by wars!

The following are the factors that promote living with internal and external peace:

- Conducive environment (safe, ventilated, illuminated and comfortable).
- Secured job and motivated with recognition and reward.
- Absence of threat or tension by pressure due to limitations of money or time.
- Absence of unnecessary interference or disturbance, except as guidelines.
- Healthy labour relations and family situations.
- Service to the needy (physically and mentally-challenged) with love and sympathy.

Caring: Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

Sharing: Primarily, caring influences sharing'. Sharing is a process that describes the transfer of knowledge (teaching, learning, and information), experience (training), commodities (material possession) and facilities with others. The transfer should be genuine, legal, positive, voluntary, and without any expectation in return. Through this process of sharing, experience, expertise, wisdom and other benefits reach more people faster. Sharing is voluntary and it can't be driven by force, but motivated successfully through ethical principles. In short, sharing is charity. The happiness and wealth are multiplied and the crimes and sufferings are reduced, by sharing.

Honesty: Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness
- Trustworthiness.

Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that), it is easy to fix them. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.

Honesty is mirrored in many ways. The common reflections are:

- Beliefs (intellectual honesty).
- Communication (writing and speech).

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Courage: Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely

- Physical courage,
- Social courage, and
- Intellectual courage.

In physical courage, the thrust is on the adequacy of the physical strength, including the muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill or driven by a decision to excel. The social courage involves the decisions and actions to change the order, based on the conviction for or against certain social behaviours. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause. The intellectual courage is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

Valuing time: Time is rare resource. Once it is spent, it is lost forever. It can't be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators have stressed the importance of time and valuing time. The proverbs 'Time and tide wait for none' and Procrastination is the thief of time amply illustrate this point. To realize the value of one year, ask the student who has failed in the examinations;. To realize the value of one month, ask the mother who has delivered a premature baby; to realize the value of one week, ask the editor of weekly; to realize the value of one day, ask the daily wage laborer; to realize now the value of one hour, ask the lovers longing to meet; to realize the value of one minute, ask a person who has missed the train; to realize the value of one second, ask the person who has survived an accident; to realize the value one mille-second, ask the person who has won the bronze medal in Olympics; to realize the value of one micro second, ask the ISRO team of scientists; to realize the value of one Nano-second, ask a Hardware engineer.

Cooperation: It is a team-spirit that should be present in every professional. Co-operation is activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e., blending of different skills required, towards common goals. Willingness to understand others, think and act together and putting this into practice, is cooperation. Cooperation promotes co linearity, coherence (blend), co-ordination (activities linked in sequence or priority) and the synergy (maximizing the output, by reinforcement). The whole is more than the sum of the individuals. It helps in minimizing the input resources (including time) and maximizes the outputs, which include quantity, quality, effectiveness, and efficiency. The impediments to successful cooperation are:

- Clash of ego of individuals.
- Lack of leadership and motivation.

Conflicts of interests, based on region, religion, language, and caste, ignorance and lack of interest. By careful planning, motivation, leadership, fostering and rewarding team work, professionalism and humanism beyond the divides training on appreciation to different cultures, mutual understanding cooperation can be developed and also sustained.

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Commitment: Commitment means alignment to goals and adherence to ethical principles during the activities. First of all, one must believe in one's action performed and the expected end results (confidence). It means one should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. Only when the teacher (Guru) is committed to his job, the students will succeed in life and contribute well to the society. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large.

Empathy: Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others, from others 'point of view. It is also defined as the ability to put one's self into the psychological frame or reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

Self-confidence: Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect, and accountability, and this helps the organization to obtain maximum ideas, efforts, and guidelines from its employees.

Spirituality: Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development. This is said to be the great virtue of Indian philosophy for Indians. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil character to blossom into values and morals.

Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

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Spirituality is motivation as it encourages the colleagues to perform better. Remember, lack of motivation leads to isolation. Spirituality is also energy: Be energetic and flexible to adapt to challenging and changing situations. Spirituality is flexibility as well. One should not be too dominating. Make space for everyone and learn to recognize and accept people the way they are. Variety is the order of the day. But one can influence their mind to think and act together. Spirituality is also fun. Working is okay, but you also need to have fun in office to keep yourself charged up. Tolerance and empathy are the reflections of spirituality. Blue and saffron colours are said to be associated with spirituality.

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PROFESSIONAL ETHICS

Professionalism is the conduct or qualities that characterize or mark a profession or professional; it implies quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

Ten Golden Rules for Professionalism:

1. Always strive for excellence: This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Be trustworthy: In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Be accountable: To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences good or bad.

4. Be courteous and respectful: Courteousness is being friendly, polite and well-mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.

5. Be honest: Open and transparent Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness sincerity, openness in communication and generally operating in a way for others to see what actions are being performed.

6. Be competent and improve continually: Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behaviour used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a pre-requisite in offering professional service at all times.

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7. Always be ethical: Ethical behaviour is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Always be honourable and act with integrity: Honourable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

9. Be respectful of confidentiality: Confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence — either from the organization or from colleagues- and it is important to be true to such confidences.

10. Set good examples: Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below you. You must show and lead by good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional and prosperous career.

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PROFESSIONAL VALUES

1. Integrity: Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Credibility & Responsibility: The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

3. Loyalty: Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.

4. Commitment: Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. Attitude: It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

6. Valuing Time: Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.

7. Passion: Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction

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WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills. The work ethics are aimed at ensuring the economy (get job, create wealth, earn salary), productivity (wealth, profit), safety (in workplace), health and hygiene (working conditions), privacy (raise family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (antipollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of high degree of professionalism.

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Report on the student attributes facilitated by the Institution

CMR Institute of Technology is taking continuous effort for facilitating Students for achieving Professionalism, Transparency and efficiency in all curricular, co-curricular and extra- curricular activities.

The vision of the institution is “to create world class technocrats for societal needs”. To maintain the utmost academic standards the college has been safeguarding the ideals and moral values to create progressive and socially dedicated students.

Following student attributes are facilitated by the college:

- **Excellence:** The Institute promoted excellence as a quality among the student in the all their activities and inspire them to strive for the best.
- **Discipline and punctuality:** The Institute maintains a code of Conduct for students to develop discipline, punctuality, behavioural decorum and professional ethics among them.
- **Integrity:** Integrity is the quality of being authentic in all things, to all people, and at all times. The Institute takes efforts to nurture this quality among students both in the personal as well as in social dimensions.
- **Dignity:** Our students are trained to participate, coordinate and take-up responsibilities of their own in each and every curricular and co-curricular activities and uplift the dignity of students by developing an individuality and integrated personality to meet the expectations of professional and social needs .
- **Inclusiveness:** The Institute invites each and every-one for the essence of knowledge from the same fountain by promoting inclusiveness among students to encouraging fellow feeling, compassion and sensitiveness towards their friends and peers by engaging them in NSS units, Student Clubs, Empowerment Cell and other outreach programs.
- **Sustainable Living:** Students are encouraged to understand the values of conservation of natural resources and promote green initiatives and thereby involve in care for nature to contribute for the evolution and practices of sustainable development.

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- **Green practices and Eco-friendly Habits:** The Institute believes on RRR policy (Reduce, Reuse & Recycling) the Green policy and green protocol is developed to inculcate eco-friendly practices among students like Ban on use of plastic, Waste recycling, The Eco Club is a ideal platforms for students for learning and practicing green practices.
- **Social Commitments:** To create socially productive citizens, the institute has developed a compulsory Assumption extension and Social Outreach programmes for every student. As one of the best practice of the institution. Our NSS units train our students to the local community and social work.
- **National Values:** Singing the national Anthem, observing days of national importance, hosting the national flag at Institute, display of the preamble of the constitution on campus constitution day celebrations and activities inculcate national feeling and patriotism among students.

To promote the holistic development of the students, the curricular, co-curricular and extra-curricular activities are provided. Special Lectures, discussions, Assignments, Seminars, Project Expo, paper presentation and Workshops. All these facilitate the students to think creatively, innovatively and independently it help them to connect to the contemporary developments in industry and technology further extension activities, club activities and various committees are the major components provide a platform for the students to exhibit and their talents and skills.

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S. No	Attribute	Facilitated Through
1	Adaptability	The Institute is Organizing Induction programmes to I year B.Tech, M.Tech & MBA newly joined students to create awareness among them to adapt in the new Environment.
2	Knowledge enrichment	Value Add-on course, Online courses, and one credit courses.
3	Bridging gap with Industries	Industrial Visit, Internship programs and Live Projects.
4	Employability	Placement training, Capacity enhancement programmes, Career counselling and Guidance for competitive examinations.
5	Personality Development	Invited talk, Students club activities and Association Activities.
6	Creative thinking	Activities like quizzes and Think an idea contest are conducted in the college and to allow the students to participate in other institution also and making students to think out of box.
7	Value Addition	Participation in Workshops / Seminars / Conferences / Tec fests / Paper presentation / Publication in Reputed Journal.
8	National Values, Human Values	Independence day, Republic day, NSS Activities and Awareness programmes.
9	Communal Harmony	Celebration of linguistic and religious festivals
10	Social sensitivity and Environment Sustainability	Extension and NSS Activities.
11	Acclimatize new developments	Participation in subject related Lectures, workshops and Activities.
12	Event Management	Organizing College day, Annual day Sports day, Cultural Events, Illuminate Tech fest , Seminar and Club Activities.



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(Approved by AICTE, Permanently Affiliated to JNTUH, Accredited by NBA & NAAC with 'A' Grade)
Kandlakoya (V), Medchal District, Hyderabad-501 401



13	Life Skills	IEDC cell
14	Gender Equality	Gender Sensitization Programmes.
15	Team work / spirit, Adjustment, Leadership skills	Sport and other competitions.

All the above committees / Councils / cell activities and involves the students to improve their leadership, interpersonal skills and self- confidence. This also allows them to link their academic knowledge with practical experience thereby leading to a better understanding of their own abilities and career goals.

Principal

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