



## KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

కాకతీయ ప్రేఢ్యోగికి ంవ విజ్ఞాన సంస్థాన, వరంగల - 506 095 తెలంగానా, భారత

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - 506 015 తెలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)



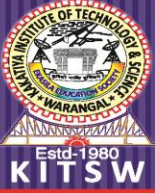
# Handbook on Code of Conduct

## For

# Students and Employees of KITSW

Principal

KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE  
Opp: Yerragattugutta, Vill: Bheemaram  
Hanamkonda, Warangal-506015. (TS)



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కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - 506 015

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## VISION OF THE INSTITUTE

- *To make our students technologically superior and ethically strong by providing quality education with the help of our dedicated faculty and staff and thus improve the quality of human life*

## MISSION OF THE INSTITUTE

- *To provide latest technical knowledge, analytical and practical skills, managerial competence and interactive abilities to students, so that their employability is enhanced*
- *To provide a strong human resource base for catering to the changing needs of the Industry and Commerce*
- *To inculcate a sense of brotherhood and national integrity*

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## **1. INTRODUCTION**

Teaching is the noblest profession and plays a very important & crucial role in nation building. The teachers have all the time stayed 'Role Model' for the students as well as the society. "Code of Conduct" has been prepared to make all the staff to know the rules and regulations and code of conduct that exists in the college.

## **2. CODE OF CONDUCT FOR STUDENTS**

### **2.1 CONDUCT**

The codes depicted underneath shall apply to all sorts of conduct of students within the College Premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

- (i) The student shall be regular in the classes and must complete his/her studies in the Institute.
- (ii) In the event, the student is forced to discontinue studies for any legitimate reason; he/she may be relieved from the Institution subject to the written consent of the College Authority.
- (iii) In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

The College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.

All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.



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**The various forms of Misconduct, the Students should refrain from the following activities in the campus which include:**

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
2. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
5. Participating in activities including
  - a) Organizing meetings and processions without permission from the Institution.
  - b) Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India
  - c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.
  - d) Unauthorized possession or use of harmful chemicals and banned drugs.
  - e) Smoking within the College campus.
  - f) Possessing, consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
  - g) Parking a vehicle in a no parking zone or in the area earmarked for parking of other type of motor vehicles, cycles etc.
  - h) Rash driving on the campus that may cause any inconvenience to others.
  - i) Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  - j) Pilfering or unauthorized access to the resources of others.
  - k) Misdemeanor and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the Institute.
  - l) Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the Institute.

  
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6. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
7. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
8. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
9. Students are expected to 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 having grave ramifications on the reputation of the Institute.
10. Thievery of Institution's computers and/or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
11. Causing damage to or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
12. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall 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 disciplinary actions based on the nature of misconduct.

## **2.2 ACADEMIC INTEGRITY**

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The Policy on academic integrity forms an integral part of the Code which applies to all students of the Institution to which they should

  
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adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every person of the Institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that a student should

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledge all contributors to a given piece of work.
3. Make sure that all assignments in a course are submitted by his/her own.
4. Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without Suppressing any results inconsistent with his/her interpretation or conclusions.
5. Have right to pursue their educational goals without interference
6. Violations of this policy include, but are not limited to:

a) **PLAGIARISM:**

➤ ***Uncompromising Academic Integrity through Prevention of Plagiarism***

Ethics and honesty are the two most important elements of any academic activities, be it a teaching or a research. Teaching and associated research is a novel profession based on extremely high moral values. There cannot be any room for claiming the credit for the work a student or a research scholar has not undertaken. It has been noticed in many cases that some of the academicians knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute which will also harm the reputation of the institute as well as the individual. It is therefore important for ***Kakatiya Institute of Technology and Science, Warangal (KITSW)*** to have a policy on anti-plagiarism to curb the menace of plagiarism

- **'Plagiarism'** is illegal and very serious offence. Plagiarism is the unacknowledged use of another person's work as one's own work. Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offence. According to the Merriam Webster online dictionary, to "plagiarize" means (a) to steal and pass off (the ideas or words of another) as one's own (b) use (another's production) without crediting the source (c) to commit literary theft (d) to present as new and original an

idea or product derived from an existing source. In other words plagiarism is an act of fraud. It involves both stealing some else's work and lying about it afterwards. Anti-Plagiarism policy of KITSW embraces both Plagiarism and self-Plagiarism.

□ **What Constitutes Plagiarism?**

- a) Copying and pasting portions of text from online journal articles or website.
- b) Submitting a work / document that have been submitted previously.
- c) Submitting a collaborative work without obtaining consent from the collaborator concerned.
- d) Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- e) Buying, stealing or borrowing assignments, experiments/results.
- f) Paraphrasing the work of others without due acknowledgements.
- g) Using ideas of someone else without crediting the originator.
- h) Changing the words but copying the sentence structure of the source without giving citations.
- i) Failing to put a quotation in quotation marks.
- j) Giving incorrect confirmation about source of quotation.
- k) Putting one's name on another persons' project.
- l) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.
- m) Using another persons' photos, data, diagrams, tables and sounds without proper citation.
- n) There are instances that the sources are cited but still considered plagiarized. For example:
  - (i) The writer mentions the authors name for the source but neglects to include specific information on the location of the material referenced.
  - (ii) The writer provides inaccurate information regarding the sources, making it impossible to find them.
  - (iii) The writer properly cites the source but neglects to put in quotation marks, text that has been copied word-for-word are closest to it.



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(iv) The writer properly cites all the sources, paraphrasing and using quotation appropriately. The catch? THE DOCUMENT CONTAINS ALMOST NO ORIGINAL WORK.

b) **WEARING ID CARDS:** Wearing ID cards is mandatory for all the students, without which they will not be allowed to enter the campus. Further, they should attend the classes in formal dress with ID cards

c) **ATTENDANCE:**

(i) As per the academic rules and regulations stipulated by the Kakatiya University, Warangal, every student has to put in a minimum aggregate attendance of 75% in each semester / year, failing which

a) the student will be detained and will not be permitted to appear the University examinations of that semester / year

b) As per the norms prescribed by the Government of Andhra Pradesh, the student will not be eligible to avail Government tuition fee reimbursement facility and scholarships, if any, for the subsequent years of study and hence student will have to pay the entire tuition fee and other fee.

(ii) There is no condonation of attendance under the circumstances of participating Games & Sports activities / taking GATE/TOEFL/ELTS/GRE/ on campus or Off Campus placements / workshops/ conferences/ NCC/ NSS, etc.

d) **VEHICLES & PARKING:**

i. Students are highly discouraged to come on vehicles to the Institute

ii. However, if any student wishes to come on vehicle, he/she needs to get a unique ID sticker (to be visible pasted to vehicle) from Professor of Physical Education by registering his / her vehicle.

iii. Students should strictly park their vehicles in the area allotted near the main gate at their own risk

iv. If any student's vehicle, is found on campus, the tires of the vehicles will be deflated without any notice and the student will be fined

e) **EXAMINATIONS:** Cheating includes, but is not limited to:

i. It is advised to appear all the Mid-Semester examinations prescribed for that year / semester (two mid-semester & two minor examinations for each



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semester) to secure a decent percentage of marks in the University examinations.

- ii. Exchange of exam assisting material (items like Pen, Pencil, Sharpener, Eraser, Scale, Calculator, etc.) during examination is strictly prohibited.
- iii. Mobile Phones are strictly prohibited in the examination hall.
- iv. Cheating during examination is taken seriously. Cheating includes oral communication between candidates, possessing forbidden material, Mobile Phones (switched on/off) etc....
- v. Any malpractice or cheating or an attempt to cheat or assisting others to cheat or engaging in any improper conduct by the student during Mid-exams / University examinations, is liable for the punishment as per rules of the Institute / Kakatiya University.

**f) CONDITIONS FOR PROMOTION:**

- i. For promotion to III year I-Semester, a student should not have more than 4 backlog papers (theory and laboratory papers put together) in I-year
- ii. For promotion to IV year I-Semester, a student should not have more than 4 backlog papers (theory and laboratory papers put together) in I-year & both semesters of II year put together

**g) ACADEMIC SCORES:** In order to become eligible for campus placements, student has to secure good percentage of marks in examinations and preferably should not have any backlogs in the examinations. For a recruiter, at first look, the percentage of marks scored will only speak about the student. Even for higher studies abroad, to enter into rated Universities, a decently high percentage of marks is very essential. Hence, nothing replaces academics in a student's career.

### **2.3 Anti-Ragging**

The Institution has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit

  
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ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Ragging constitutes one or more of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act this has the effect of teasing, treating or handling with rudeness any student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or Apprehension thereof in any other student;
3. 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;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
5. Exploiting the services of a student for completing the academic tasks assigned to an Individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a student by other Students;
7. 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 or person;
8. 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;
9. 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.

**Anti-Ragging Committee:** The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

**Anti-Ragging Squad:** To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus

community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institution.

The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

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

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from undertaking any collaborative work or attending national or international Conferences/symposia/meeting to present his/her research work.
- vi. Suspension/ expulsion from the hostels and mess.
- vii. Cancellation of admission.
- viii. Expulsion from the institution and consequent debarring from admission to any other Institution for a specified period. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- ix. If need be, in view of the intensity of the act of ragging committed be, reported to the concerned Police Station to take further action as per criminal procedure and apart from 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 a part from the punishment as per the Law in force.

## 2.4 Gender Discrimination and Allied Harassment:

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. 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.

### **3. CODE OF CONDUCT FOR THE EMPLOYEES OF THE INSTITUTE**

The employees of this Institute should follow the code of conduct laid down as per the Service Rules defined in *administrative manual* (page no. from 42 to 45). But they are also subject to the guidelines provided by AICTE & UGC for college teachers. 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. A employee is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.

#### **RULES OF CONDUCT FOR THE EMPLOYEES OF THE INSTITUTE**

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

- (i) An employee of the Institute shall devote his whole time to the service of the Institute and shall execute such duties and functions and holds such responsibilities as allotted to him by the authorities of the Institute and the Principal from time to time.
- (ii) Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond the scheduled working hours and on holidays and Sunday.
- (iii) An employee shall be required to observe the scheduled hours of works, during which he must be present at the place of Institute.
- (iv) Except for valid reasons or unforeseen contingencies an employee shall not be absent from duty without prior permission of the controlling officer.
- (v) No employee shall leave the head quarters except with the previous permission of the controlling officer, even during leave or vacation. Whenever leaving the station, an employee should inform the Principal through the Head of the Department or the Section the address where he would be available during the period of his absence from the head quarters.



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- (vi) Every employee of the Institute shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
- (vii) No employee shall act in a manner which is unbecoming of such employee or derogatory to the prestige of the Institute or place his official position under any kind of embarrassment.
- (viii) Every employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- (ix) No employee of the Institute shall participate in any strike or similar activities like absence from duty or work without permission; neglect of duty with the object of compelling the Institute to take or omit to take any official action and any demonstrative or fast like “hunger strike” with the object of compelling the Institute to take or omit to take any official action.
- (x) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (xi) No employee shall lend money at interest to any person nor shall he borrow money at interest from any person with whom he is likely to have official dealings.
- (xii) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the Institute.
- (xiii) An employee, who is detained in police custody, whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the Institute unless he has obtained written permission to that effect from the Principal
- (xiv) No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignment. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards to acceptance of remuneration as may be laid down by the Governing Body.



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- (xv) No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- (xvi) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe to aid or assist in any manner any political movement or activity.
- No employee shall canvass otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.
  - Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- (xvii) No employee shall, except with the previous sanction of the competent authority, or in the bonafied discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.
- (xviii) No employee shall, in any radio broadcast or in any document published in his own name or in the name of any other person or anonymously or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or organization or members of the public. Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- (xix) No employee shall, except with the previous sanction of the competent authority, given evidence in connection with any enquiry conducted by any person, committee or authority. Where such sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government. Provided that these restrictions shall not apply in regard to evidence given at any enquiry before any authority appointed by the Institute, by

Parliament or by a State Legislature; or evidence given in any judicial enquiry; or evidence given in any departmental enquiry ordered by the institute.

- (xx) No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
- (xxi) No employee of the Institute shall bring or attempt to bring any political or other external influence to bear upon any superior authority for the furtherance of his interest.
- (xxii) If an employee, while on duty, evades attending to the class work assigned to him / her, the same shall be treated as a misdemeanor on the part of the employee.
- (xxiii) If an employee causes any dislocation of any class work, the same shall be treated as a misdemeanor on his / her part
- (xxiv) No employee who has a wife living shall contract another marriage without first obtaining the permission of the Governing Body notwithstanding that a subsequent marriage is permissible under the personal and religious law, for the time-being applicable to him and violation of this rule will lead to immediate dismissal from the service of the Institute. No female employee of the Institute, whether unmarried or widowed or divorced, as the case may be shall marry any person who has a wife living without first obtaining the permission of the Governing Body, though the parties are governed by the personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.
- (xxv) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than 3 months. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

  
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(xxvi) An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties and preference of appeals against any such action taken against him. The affected party may appeal against the orders of the punishing authority within 15 days of receipt of such orders and the decision of the appellate authority shall be final.

(xxvii) The decision of the Governing Body of the Institute on all questions relating to the interpretation of these rules shall be final.

**The Administrative manual of the institute given in the below link:**

[https://www.kitsw.ac.in/homepage\\_pages/Administrative%20Manual.pdf](https://www.kitsw.ac.in/homepage_pages/Administrative%20Manual.pdf)

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