



SREYAS Institute of Engineering & Technology

(Approved by AICTE, New Delhi | Affiliated to JNTUH, Hyderabad)
Beside Indu Aranya, GSI, Bandlaguda, Nagole, Hyderabad, Telangana 500068

Code of Conduct Policy

Code of Conduct policy Formed with Approval of GB Meeting held on 08-04-2013

Institute Vision

To be a centre of excellence in technical education to empower the young talent through quality education and innovative engineering for well being of the society.

Institute Mission

1. Provide quality education with innovative methodology and Intellectual human capital.
2. Provide conducive environment for research and developmental activities.
3. Inculcate holistic approach towards nature, society and human ethics with lifelong learning attitude.

Code of Conduct Policy

The Code of Conduct Policy is formulated as part of HR policy of Sreyas Institute of Engineering & Technology, provides a set of general principles to guide staff and students in their conduct as Sreyans. These principles are designed to give guidance to Sreyans when making both professional and personal interaction. The code of conduct policy document is prepared to make all staff and students of Sreyas Institute of Engineering and Technology be aware of principles. It is expected that staff and students strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

Message from Principal

Dear Sreyans

Sreyas Institute of Engineering & Technology, Hyderabad commenced in the year 2011 and took a shape with a strong vision to build the state- of- the- art campus. It is a matter of great pride and privilege to be the Principal of such a distinguished Institute. In the past years we have gathered momentum and will persist to do so in the near future.

To assist you, this concise manual has been drawn which covers issues related to code of conduct. It defines the rules that staff and students have to abide by, the code of conduct and their responsibilities toward the Institute.

I am sure this policy document will be useful. I profusely thank the Management, Governing Body Members of the Institute who set clear rules and guidelines to be followed in accord to AICTE and JNTUH norms.

I acknowledge the exemplary team effort by senior staff members of SIET who have assisted in preparation of the Code of Conduct Policy Document.

Principal
Sreyas Institute of Engineering & Technology

CODE OF CONDUCT

a. CODE OF CONDUCT FOR STUDENTS:

The SREYANS should display exemplary conduct, professional ethics and character, not only within the campus but also outside.

1. The student must respect the staff.
2. Silence shall be maintained in the designated premises of the institute.
3. Eve-teasing, smoking, triple riding, blowing horn, whistling of any kind are strictly prohibited within the college premises.
4. Students should abstain from using drugs or consume intoxicants, if found red-handed, they invite immediate suspension or dismissal.
5. Ragging in any form to any extent is strictly prohibited within or outside the college. This attracts serious punishment and entails summary dismissal from the college also.
6. The students should guard the furniture, class room, laboratory equipment, and library books.
7. Students should not adopt malpractices in the Test/ Examinations, if found practicing, firm action will be taken.
8. All Students are hereby directed not to bring valuable electronic items like (Cell phones, i-pods, Cameras) and other costly items and also not to keep more money with them.
9. Students must observe College-timings stringently so as to avoid late-comings/missing the lectures/losing the attendance.
10. Student needs a minimum of 75% attendance in each subject to take university exams.
11. All the students utilizing the college transport services should have college bus pass issued by the College Transport Dept. for the Academic year and avoid loud music, passing remarks about college, faculty or class-mates, bullying bus-mates while commuting etc.
12. Formal wear is mandatory during Class-lectures, Lab sessions, practical exams, viva voce, student presentations, placements, guest lectures, seminars, workshops and other formal academic events.

BREACH OF POLICY:

Any student found to be violating any of the above guidelines detrimental to the reputation of the college will be viewed seriously; will invite fine, suspension or rustication. A severe crime will be liable in addition to prosecution before the criminal courts, for rustication, dismissal and expulsion from the college. Their misbehavior will also be noted in the conduct certificate issued at the time of leaving the college.

b. CODE OF CONDUCT FOR STAFF:

Dress:

1. All employees should be dressed appropriately at all occasions. Uniform where applicable should be worn with pride.
2. All employees shall wear Identity Cards at College Campus.

Punctuality:

1. All employees should be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
2. All the employees should strictly obey the instructions and circulars issued by the authorities from time to time.
3. Teachers shall be at the appointed classroom at the appointed time without any exception.
4. Every teacher shall take attendance at the beginning of the teaching hour.
5. A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take appropriate action, which shall be taking correctional action fit is within his/her power or reporting the matter to the Principal.
6. Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned and institutional functions and carry out responsibilities assigned by employing best of their skills and attention. It is mandatory to attend functions in August 15 (Independence Day) and January 26 (Republic Day).

7. Staff members shall not engage themselves in other Activities / businesses, which affect their effective contribution in the department and the college.
8. Staff members shall not receive gifts of any kind from the students or their parents for any favoritism.
9. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
10. Not using any abusive language towards students, fellow staff and parents.
11. Not entering quarrels, fights or any act of disrespectable nature.
12. Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.
13. Not to affiliate with any political organization, this might cause conflict of interest with the duties of a teacher and the reputation of the institution.

Disciplinary Procedures:

1. Any Staff who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Principal.
2. If staff commits any act of misconduct or by violating the code of conduct, anyone can report in writing to the Principal.
3. The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
 - If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
 - Principal shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused staff for giving his/her explanation.
 - On receipt of the explanation, or after the expiry of the time stipulated for submission of Explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

4. The course of action for disciplining a staff shall be under the following categories:
 - Memo and censure.
 - Warning in writing, with recovery of amount, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal or discharge from service.
5. Any staff member receiving more than two memos or warnings will be given punishments mentioned in core.
6. The Principal shall report the proceeding periodically to the Chairman.