



**Code of conduct**

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**1. Code of Conduct for Senior Administrators like Directors / Principal/ Dean:**

**Introduction:**



Following code of conduct for the administrators have been guided, suggested, approved for AITS::Tirupati, by the Governing Body of the institution.

The Administrator should

1. Exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a strategic plan to execute vision and mission & the institutional policies and procedures.
3. Maintain the co-ordination and provide guidance, leadership, direction to all the stakeholders.
4. Monitor the academic activities (offline/online) of the various programs and general administration of the college.
5. To adapt new technology and methods for effective teaching learning process and acquaint the students to teachers & modern tool usage.
6. Observe and implement standard procedures issued by Government/ AICTE/UGC/APSCH/JNTUA and other concerned authorities.
7. Maintain performance Indicators of the teaching and non teaching staff of the college.
8. Ensure the teaching and non teaching staff to follow the code of conduct of the institution.
9. Assess the reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/Head/ Committees.
10. Assess the Curriculum strengths & plan for up gradation.
11. Assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
12. Check the service books / leave registers/payments receipts etc., maintained by the administrative officer / head clerk or any other officer duly authorized.
13. Support & encourage the teaching staff to inculcate social, cultural, national and human values among the students through education for their holistic development.
14. Encourage the overall physical and cultural development of students fraternity through various extracurricular activities and intention.
15. Provide opportunities to the students of the college to face all the practical challenges of the Competitive world.
16. Encourage teaching and non teaching staff for their professional development.



Following code of conduct/code of professional ethics for the H.O.D.s of teaching departments of AITS::Tirupati have been guided, suggested, approved & resolved by the by the Governing Body of the institution in its meeting held on 26-8-2022

1. To prepare Annual Department Academic Calendar in line with the calendar given by the institution at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise Timetables for various levels of faculty and various programs being run by the Department.
3. To guide/direct the faculty of the department to prepare semester wise lesson plan and keep one copy of this plan with course file & submit one hard copy to the Head of the Department.
4. To manage the periods/Lectures & keep watching for smooth conducting with the help of academic monitoring committee in the department.
5. To organise/take student feedback (Two times) one month after commencement of the teaching and at the end of the every semester and analyzing the feedback forms of the students immediately.
6. At least One Departmental meeting should be organized under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
8. Submit reports (progress of delivery) of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
9. To maintain the updated minutes book of the Dept faculty Meetings, and submit it to the Principal time to time.
10. Each year, every teaching department of the college should establish Department student council (Which is an integral part of college student council) of the students, by the students, for the students by constituting their Students' executive body; at the beginning of the year, inspire them to conduct/organize the departmental programs/activities.
11. Organize Personality & Professional Development programs for the holistic growth of the students.
12. To ensure usage of ICT enabled gadgets in teaching learning process.

13. With the help of subject teachers, HOD should segregate Slow learners & Fast learners in



- each class and take remedial measures for slow learners & Provide more guidance to the fast learners with appropriate documental proof.
14. Organize “Industrial/Environmental study Tour” for the students and evidential data must be documented in the department office with a copy marked to IQAC.
  15. Organize guest lectures on various subjects for the students, with the permission of the Principal.
  16. Co-curricular activities plan shall be appended to the Department Academic calendar & ensure that activities are held strictly as per plan.
  17. Keep all evidential records of the Programs/activities/meetings (Geo tagged Photographs, A brief report by the coordinator, News paper cuttings, list of participants and a copy of minutes) in well and systematic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
  18. Should arrange the subject notes/question papers/study material/ e-content/video links through the concerned teachers etc., to the students.
  19. Redress the grievances of the students at department level & counsel them need fully.
  20. All the HoDs should submit the reports, summarize the data quantity wise pertaining various activities conducted in an excel sheet/ Google form & also submit the soft copy & hard copy of the events reports to the IQAC in addition to filing them in the department of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the ‘Consolidated Annual Report’ of all Programs/activities/events to the IQAC in hard & soft copies, before the last instruction day of even semester.
  21. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s, then Head of the that teaching department must submit the cause/s of it, in ‘written form’ with name & duly signed to the Principal.
  22. HOD should encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to submit it to the Principal Office for month wise reviewing & assigning by the principal, at last date of the every month in working hours.

**Note:- (Besides above Code conduct/Directions/guidelines, if any further information as per requirement will be time to time communicated to the concerning Teacher/faculty/Head of the teaching department by the Principal.)**



Introduction: - The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers. Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher 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 which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amicable in disposition.

### **3.1 TEACHERS AND THEIR RESPONSIBILITIES:**

#### **Teachers should:**

- (i) Stick on to a responsible pattern of conduct and demeanor expected of them by the Stake holders of the institution.
- (ii) Manage their personal in a manner consistent with the dignity of the profession.
- (iii) Greet the Seniors/Management members when they see them/across them for the first time, in a day, in the college, which forms an important trait.
- (iv) Seek to make continuous improvements through study and research; by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive for excellence;
- (vi) Perform academic and admin duties with devotion to the work;
- (vii) Strictly adhere to the guidelines given by exam section to the invigilators and exam coordinators.
- (viii) Participate and encourage students in extension, co-curricular including community service.

### **3.2 TEACHERS AND STUDENTS**

#### **Teachers should:**

- (i) Allow the student to express his/her opinion;
- (ii) Not to discriminate the students based on their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude, attitude and capabilities among students and counsel them to meet their ends.
- (iv) Inculcate innovative outlook in education and profession among the students.
- (v) Be affectionate to the students and not to behave in a vindictive manner.
- (vi) Make themselves available to the needy students even outside the duty timings.
- (vii) Encourage students to develop an understanding of our national heritage and national goals; and
- (viii) Refrain from inciting students against other students, colleagues or administration.

### **3.3 TEACHERS AND COLLEAGUES**



**Teachers should:**

- (i) Treat the colleagues in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Abstain from lodging unsubstantiated and baseless allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavors.

**3.4 TEACHERS AND AUTHORITIES**

**Teachers should:**

- (i) Adhere to their professional responsibilities according to the existing service rules procedures and methods consistent with their profession.
- (ii) Refrain from undertaking any Moon –lighting roles (other regular jobs)
- (iii) Should adhere to the conditions of contract in the appointment cadres, joining conditions and service Rules
- (iv) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility.

**3.5 TEACHERS AND NON-TEACHING STAFF:**

**Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative Setting within every educational institution and
- (ii) Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**3.5 TEACHERS AND GUARDIANS:**

**Teachers should:**

- (i) See through counseling system and process, that the departments maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the students career.

**3.6 TEACHERS AND SOCIETY:**

**Teachers should:**

- (i) Recognize that education as a public service and strive to keep the public informed of the educational programmes which are being provided
- (ii) Work to strengthen the communities to improve moral and intellectual life through community service projects (part of curriculum).



#### **4. Code of Conduct for the College Students:**

##### **Introduction:**

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behaviour of the students. Our Motto is “Vidwaan Sarvatra Pujiyathe” The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

**“SELF DISCIPLINE IS THE BEST DISCIPLINE”**

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore the following code of conduct is introduced to the students of the college.

1. Classes start from 9.30 a.m. and may continue up to 4.20 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timings without the prior permission of
3. HOD/class teacher. As the college is located a bit away from the urban, anticipating traffic conditions, student is allowed to the classwork up to 9:40 am as the grace time of 10 minutes is given. But, a student should not take it for granted and if it is found repeated and fall in the eyes if daily monitoring committee/HOD/Class teacher, such lazy reporting will be punishable.
4. Student should avail the lunch only during the specified lunch hour. They may have different alternatives viz bringing lunch from their residences/PG homes or avail food in the campus canteen and advised not to go out to avail food from the faraway locations as it causes delay in reporting for afternoon classwork. Such students availing either food inside /outside are required to report on time to the classwork else they will be restricted to enter in to the afternoon classes.
5. As per the Academic Regulation of this Autonomous intuition 75% attendance by a student is mandatory to appear in semester end examination (SEE).
6. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal. Students on rolls should pay tuition fee and examination fee as and when circulars are issued meeting the deadlines.
7. Students should greet the lecturers when they see them/across them for the first time, in a day, in the College, which forms an important trait.
8. Only urgent/important notice shall be read out in classroom, hence students should see the respective e-notices in their student whatsapp groups/ emails, college website etc on regular basis.
9. Students must adhere to the Dress Code of the College and strictly advised to avoid torn jean pants, Beggar jean pants/short pants etc.
10. No student is allowed with fashionable/unusual/ colored hair style.
11. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any Student /students involved in such activities will be immediately expelled from the college. Offences of this kind will be dealt under Ant-ragging act.





12. If any student is/students are affected by ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline Committee/Anti- Ragging committee.
13. Consuming Alcohol, Guthkha And Smoking is strictly prohibited In the premises and students should not enter into the campus in such states.
14. Every student help to keep college premises/campus/Classroom/ desks clean and neat, everyone must use dust bin for garbage/ trash.
15. No student should spit in college premises/campus or in class room. College premises and all class rooms are under CCTV surveillance, everyone must follow the Code of conduct in college premises/campus/class room.
16. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehaviour, loitering or for any act of indiscipline.
17. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
18. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
19. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
20. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
21. For any kind of misconduct with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, severe disciplinary action will be initiated.
22. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories & library.
23. Furniture in the class rooms should not be moved or displaced.
24. Students must take proper care of the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline in the college and will be considered a punishable offence.
25. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
26. Any type of malpractice is strictly prohibited in Unit Tests/ Internal tests/ semester end Exams whether offline or online.
27. No function/program/ birth day in the college campus / class room is allowed without prior permission of the principal.
28. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other gangsters, group leaders, rowdy elements should be brought in to the college directly or indirectly. The students responsible for such activities will be removed from roles/rusticated and will lead to cancellation of admission.
29. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/class teacher, who will help them solve their problem.
30. Each student should park his/her vehicle in the parking premises of the college only.
31. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.





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

### **Introduction:**

Following code of conduct for the Non- teaching staff have been guided, suggested, approved for AITS::Tirupati, by the Governing Body of this institution.

### **Non-teaching staff should:**

1. Discharge his/her duties efficiently and diligently to match with the quality standards and performance norms laid down by the AICTE/UGC/JNTUA/College GC & CAC.
2. Maintain professional knowledge & skills updated for proper discharge of duties assigned.
3. Report to the duty punctually every day.
4. Assist in carrying out functions relating to the administrative responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and behave with politeness to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
8. Understand and abide by the policies of the institutions which have been made by higher authorities of the institution.
9. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
10. Adhere to the Code of Conduct of the institution.
11. Apply your knowledge and experience for overall development of the Laboratories & department offices.
12. Behave and perform their best in the college.
13. Maintain the positive relationship with all the colleagues & teaching staff and the students of the college.
14. Not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
15. Avoid conflicts between their professional work and personal interest.
16. Not by act or deed, degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
17. Not remain absent from work without prior permission of the Principal or grant of leave.
18. Report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
19. Adopt a humane approach in dealing with students who are physically challenged.
20. Not meet/approach directly to any member of the Management/ Governing Body of AITS::Tirupati for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of AITS::Tirupati.
21. Respect the functional superiority of those set in authority over him/her by the Management/Principal.
22. Not leave headquarters without the permission of the Principal.



## **6. Code of Conduct for Committee Conveners/ Coordinators:**

Following Code of conduct/nature of work/directions/Guidelines for Committee Conveners/ Coordinators have been guided, suggested, approved & resolved by the Governing Body of the institution for giving better clarity to their functioning.

1. All Coordinators/Co-coordinators are herewith informed to prepare yearly “Plan of Action” at the beginning of the year for their respective Committee, in accordance with the plan.
2. Committee Conveners/ Coordinators should feel responsible to maximize the activities for the benefit of the students.
3. Committee / cell should compulsorily meet twice in an year i.e; once in the beginning of the semester to plan for the activities and another meeting at the semester end to assess the conformity of the executed tasks with the plan of action. Minutes of the meeting must be recorded.
4. Committee convener with the help of its members and the volunteers should maintain quality documentation (geotagged photo, brief report, newspaper cutting) in the specified IQAC format for the preparation of NAAC/NBA reports and submission of which is mandatory by the institution.
5. And it is necessary for all the Conveners/Coordinators to submit the month wise reports of the organized program/activity/event to the Principal and IQAC at the end of every month in hard and soft copy.
6. If any directed or planned program/activity/event could not be organized/conducted due to any reason/s, then Coordinator/Convener of concerning committee must submit the cause/s in ‘written form’ with name and duly signed to the principal.
7. Coordinator/Convener should not organize any meeting/any program/event/activity etc in the college, without discussion/consent/permission of the Principal.



**7. Code of Conduct for Administrative officer :**

1. Non - Teaching staff internal transfers, Discipline, Appraisal forms.
2. Pay structures, policies, service books for staff who completed 1year of service, and updating service records, study of scales of pay, implementation of scales, increments with the approval of management.
3. Admission strategies, making brochures, arranging distribution of brochures, Branding through various resources.
4. Cross check over payments for purchases, routine bills, LoPs of staff, Biometric check, salary statements etc.
5. Watch & ward on Security, measures for safe guarding assets of the organization.
6. Monitoring Engineering works/ maintenance Works, Contractual daily labor numbers, rates, bills etc., checking the records.
7. Scholarship applications status, meeting the deadlines, attending social welfare department meetings whoever scheduled.
8. Watching notifications for counseling, Category B etc, meeting the deadlines for data submission/payments for processing. Admission ratifications etc.
9. Monitoring hostel affairs/ issues.
10. Maintenance of office stationary, copier utilization, Record keeping & audit.
11. Monitoring & Supervising Admissions process.
12. Custodian of office files, AICTE approval, JNTUA affiliation orders, Govt orders and the other land, infrastructure related approvals, proceedings etc.



**8. Code of Conduct in the Library Users (Both staff and students of the college):**

1. Every staff / student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 8. A.M. to 6.P.M. on working days.
5. Misbehavior in the library/in reading room will lead to cancellation of admission/Membership and serious disciplinary action will be taken such student/s or staff.
6. All students should sign the entry register of the library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, Library Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date. If not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 30/-
15. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of last semester verity Examination.
16. Students can use well equipped Library /study room outside the stipulated time with the permission of the Principal/Librarian.

