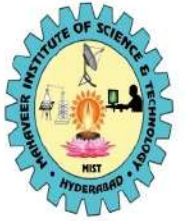


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MAHAVEER
INSTITUTE OF SCIENCE & TECHNOLOGY
Approved by AICTE, Affiliated to JNTUH,Hyd.




Counseling Code: **MHVR**, University Code: **E3**

Mahaveer Institute of Science and Technology

Vyasapuri, Bandlaguda, Post: Keshavgi,
Hyderabad -500005

Code of conduct for Students




PRINCIPAL
MAHAVEER
INSTITUTE OF SCIENCE & TECHNOLOGY
bandlaguda, Hyd-500 005.



Code of conduct for Students

Admission and Withdrawal

1. Candidates who are admitted on the basis of qualification obtained from the other universities or bodies should fully satisfy all the prescribed conditions for admission and such admissions are subject to confirmation by the University.
2. The provisional admission is entirely at the risk of the candidate. Candidates with qualifications from other universities or bodies should produce an eligibility certificate issued by competent for consideration during admission.
3. Students who are found to have obtained admission by false representations will be summarily dismissed with the forfeiture of all the fees.
4. No student will be permitted to attend classes until all the fees due by him / her have been paid.
5. A student admitted at any time in the college should pay the whole fee for the academic year. A student who wishes to leave the college will be issued a transfer certificate, after clearing all the dues. If a student leaves the college at the end of the academic year, he will receive an attendance certificate.
6. Fees due to the college will not be adjusted against the award of a scholarship that is expected from any of the agencies. Late payment of fees will incur a fine.
7. The college authorities reserve the right to cancel the admission of a student at any point of time without returning the fees, if there is any discrepancy between the certificates produced and the entries in the application or any suppression of facts is discovered.

Attendance and Leave

8. A student shall attend all classes regularly and punctually. If a student has to be absent for a valid reason, he should apply for leave beforehand. When the absence is due to an unforeseen cause, application for leave must be submitted as soon as possible and in no case later than the first day of his return to the College.
9. All leave applications must be countersigned by the parent or guardian. In the case of hostel students, the applications must be countersigned by the Deputy Warden. Attendance position of the students will be displayed on the notice board at the end of each month. Students are advised to check their attendance particulars. Ignorance of any such notice thus displayed will not be accepted as an excuse. Any discrepancy should be brought to the notice of the Principal in writing within a week for scrutiny.



10. The annual certificate of attendance and progress required by the University for admission to the University examination will in no case be granted unless (i) the Principal is satisfied with the student's progress and conduct and (ii) the student has attended not less than 75% of the total number of actual working days in every semester. Fee concessions and scholarships granted are liable to be withdrawn for lack of attendance.

11. Condonation for deficiency of attendance (that is, 65% to 74.9% of attendance) will not be granted as a matter of routine. The payment of Scholarship amount is dependent on maintenance of 75% of attendance

12. Students who lose the attendance due to non-payment of fees will not regain the lost attendance on payment of fees. Such students whose names are removed from the rolls will however be re-admitted on paying the dues with fine, but will not regain their attendance lost in this regard.

13. Candidates who have earned only 50% to 65% of attendance will be withheld from taking the semester examination, but may be permitted to attend the next semester after paying the prescribed fees. Students with attendance below 50% will be detained as per University norms.

14. Science students should have 75% attendance in the practical classes. Unless they attend the practical classes and satisfactorily complete the practical as expected, their attendance will not be certified by the Head of the Departments concerned. In such cases they will not be permitted to take the University Examinations. The Head of the Department will submit to the Principal at the end of each term, a list of students who lack the necessary attendance.

15. Attendance will be granted to the students who participate in any co-curricular, extra-curricular, sports, NCC, NSS, Competition etc., on production of necessary certificate within a week of participation. Such certificates should be routed to the office through the Head of the department.

16. Students should cultivate the habit of reading notices displayed on the various college notice-boards. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with it.

17. Smoking in the premises of the college, spitting, pasting posters, scribbling on the tables and walls, throwing of waste paper and rubbish, except in dustbins provided for the purpose, are prohibited.

18. Bicycles, two wheelers, cars etc., must be parked only in the parking lots meant for the purpose.

19. Any lost property found must be handed over to the Principal from whom the owner can reclaim it after establishing his ownership.



20. Use of helmet is compulsory. Only riders wearing helmets will be permitted to enter the campus.
21. Under the Telangana Government Educational Rules the Principal is empowered to inflict fine, withhold attendance certificate and suspend or expel any student if considered necessary to do so.
22. No student shall be a member of any organization or association not connected with the college without the prior permission of the Principal. No student shall take part in any anti-social or subversive activities. No student shall be a member of any political party nor shall he / she take part in active politics. A student contravening these rules is liable to be suspended or summarily dismissed from the college.
23. Women students shall wear chudidhars / sarees only. Leggings are not allowed. Long hair should be plaited. Men students shall wear formal dress (pants and shirt).
24. Each student of the college is required to possess an identity card which is issued by the college at the time of admission and it will be valid for three years.
25. The Identity Card should be displayed prominently by the Students. Entry to the campus can be refused if Identity Card is not displayed.
26. Duplicate Copy of identity cards are normally not issued. Hence, students are advised to keep their identity card safely. The college will not be responsible for any misuse of the identity card by any one when it is lost or misplaced.
27. The academic year consists of 2 semesters. Tuition fees and other fees applicable are payable in full for both the terms as per the instructions from the college office. It is one-time payment made at the beginning of the academic year. If the fees is not paid before the last date with fine, then the defaulter's name will be removed from the rolls.
28. For readmission, in addition to fees and fine due, a re-admission fees of will be levied. The student loses attendance from the date on which his name is removed from the rolls.
29. Breakage charges in the laboratory and for any loss of books in the library must be compensated as per the instructions of the Principal.
30. The college authorities reserve the right to increase the tuition fees and other fees as directed by the competent authorities. The Students leaving the college any time after the first term shall not claim refund of tuition fees for that year.



31. All possible caution should be exercised while handling the laboratory equipments. Any breakage, damage or loss to equipment should be reported to the staff concerned immediately. If the student fails to report, he will be held responsible and fined.

32. A written application giving full details must be made by the students to the Principal for the issue of certificates. Pass certificates for university examination should be obtained from the University only.

PLAGIARISM – CODE OF ETHICS

Code of Conduct of plagiarism:

- The main ethics adapted by JNTUH that every relevant claims in research through publications or oral presentation, must be substantiated ethically.
- JNTUH monitors plagiarism in projects by monitoring the first level which starts with scrutinization of project ideas and it is deemed to discussion with the board members along with the supervisor.
- Sensitization workshops are organized for students (U.G./P.G.), faculty and research scholars on ethical and legal issues pertaining to plagiarism.
- JNTUH scrutinizes the thesis submitted by all candidates in all disciplines in both UG and PG.
- JNTUH will not allow any level of verbatim in book / research article/ dissertation publication.
- It also extends the plagiarism check of review or research articles by researchers and Supervisors before the externally submission.
- JNTUH monitors the authentication of the usage of the secondary data for the further research continuation.
- If the secondary and the primary data are found discordant or unrealistic, the candidates are asked to regenerate the data again.
- The ethics involved in reuse of self-generated data is also monitored after the subject of discussion with the board members.
- If plagiarism found in paraphrasing or if the attributions are misleading in research article publication or in thesis, the candidate is subjected to sever punishment as decided by the board members.
- The mode of detection of plagiarism is mainly by the person themselves/ Research Supervisor /



board members of JNTUH.

- The external committee will be constituted to monitor the plagiarism in research, book and research articles publications.
- JNTUH will use the best available software to check plagiarism at all levels.

Declaration by the Candidate:

The “Declaration-Certificate” through which the candidate declares the project that it is not a part of any other thesis or research publication or project report as a signed document by the candidate and counter signed by the guide, HOD and the same is documented at JNTUH.

Actions taken if Plagiarism found:

- JNTUH monitors the thesis and if any plagiarism found it is up to the board members discreet decision about the punishment.
- The board members provide counseling to the candidate who has committed this unethical conduct.
- According to the level of plagiarism, the candidate can be asked to rectify the plagiarism.


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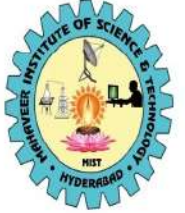
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Code of Conduct for Teachers,
Administrators and Other Staff




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Bandlaguda, Hyd-500 005.



CODE OF CONDUCT FOR EMPLOYEES

(Teachers, Administrators and other Staff)

PREAMBLE:

- a) The principal objective of the MIST is to disseminate knowledge and impart Instruction to its students in different disciplines broadly classified as Technical Education. The Institution also aims at promoting Research and Development, consultation and such other professional activities.
- b) MIST being an affiliated Institution, depends heavily on Jawaharlal Nehru Technological University, Hyderabad for the conduct of examinations, design of course curriculum, almanac, recruitment of teachers and various other activities. .
- c) MIST is one the several Engineering Institutions affiliated to JNT University,Hyderabad. As such, if the normal work in the Institution is disturbed for some reason or the other, this Institution alone has to suffer the consequences. This has to be borne in mind by all the employees of the Institution namely the teaching staff, supporting staff, ministerial staff and class four staff.
- e) Norms of conduct widely accepted in practice in academic institutions are given below for the guidance and strict adherence of the employees of MIST. This document shall be referred to as "CODE OF CONDUCT for the employees of MIST.

CODE OF CONDUCT:

The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.



i) (a) All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.

(b) Every Institution employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institution, particularly in his relationships with the students. The Principal shall decide cases of infringement of this rule.

EXPLANATION:

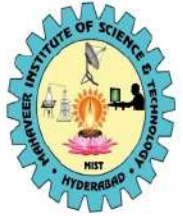
In this rule or in any other rule in this document where the Principal or the Management is vested with the power of deciding an issue, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his case

i.) Conduct of University Examinations and Internal Examinations of the Institution, including invigilation, evaluation and assessment of the students form part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons in charge of such activities.

ii.) (a) All employees shall be punctual to their duties and shall strictly adhere to the Institution timings.

(b) The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the Institution. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.

(c) All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time



iii.) (a) Behavior towards superiors: No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, Qualifications and knowledge.

(b) The teaching staff, supporting staff, ministerial staff and class IV employees has to strictly obey their superiors under whose control they are deployed to work.

(c) The Heads of Departments and person's in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control.

(d) No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.

iv.) Employees should not resort to any agitation, which disrupts the normal work in the Institution. Every employee shall strive to the best of his ability to ensure that the Institution is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.

v.) (a) It is important to note that the Management/Administration reposes trust in the employees of the Institution in the smooth functioning of classes and labs and all the work connected with the Institution and the University, No employee is expected to undertake any outside job.

b. Violation will be treated as breach of trust and will be dealt as such.

c. Inciting colleagues, fomenting unrest in the Institution campus, or any other activity, which pollutes the academic atmosphere in the Institution campus or undermines the prestige of the Management, shall constitute breach of trust and shall be dealt with under "Service Conditions" for appropriate punishment.

vi.) The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.



vii.) Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the Institution in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

viii.) Instigating students to resort to any kind of agitation or to revolt against the administration/management of the Institution shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

a) Demonstration of 'loyalty to the Institution ' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed by extending sincere cooperation to the administration of the Institution attracts commendation from the Institution authorities.

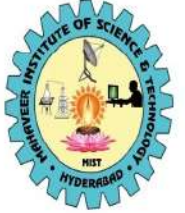
b) Employees of the Institution, if invited, shall attend all the Institution Functions, Seminars & Meetings.

ix.) Excellent Teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills.

x.) Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the Institution will receive special commendations.

xi.) (a) **Tuition:** No Institution teacher shall engage himself in coaching privately any student for any remuneration.

(b)**Private employment or work not connected with the Institution:** No Institution employee shall, undertake any employment or accept any remunerative or honorary work or Consultancy not connected with the Institution.



xii.)(a) Gifts: No employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.

(b) Subscriptions: No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the Institution.

xiii.) (a) Communication of official Documents or Information :

It shall be the duty of every employee to honor the confidence reposed in him by the Institution and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.

b.) Discussion of Policy of Action of the Institution:

Institution employees shall not either in any document published by them or in any communication made by them, to the Press or in any Public utterance made by them, indulge in any public criticism of the Institution administration in such manner as is likely to undermine the dignity of the Institution employee and causes or is likely to cause embarrassment to the administration in its relations with its staff or the students of the Institution or the University or the Government or any other agency.

xiv.) Vindication of acts and character of the Institution Employees as such: An Institution employee or any staff association shall not have recourse to the press under any circumstances. They shall not also approach any Court for redress of grievances without first representing to the management.


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