

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



BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Affiliated to JNTUH & Approved by AICTE)

Mangalpally (Village), Ibrahimpatnam (Mandal), Ranga Reddy (District), Telangana-501510

CODE OF CONDUCT FOR STUDENTS



BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Ibrahimpattanam - 501 510, Hyderabad

CODE OF CONDUCT FOR STUDENTS

1.1. DRESS CODE

Workshop / Engineering Physics and Engineering Chemistry Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Engineering Drawing Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Mechanical Engineering / Aeronautical Engineering / Civil Engineering Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Electronics and Communication Engineering / Electrical and Electronics Engineering Laboratories:

Boys: Neat dress with shirt Tucked in, Blue Apron and Full shoes

Girls: Chudidhars, Blue Apron

Computer Engineering Laboratories:

Boys: Neat dress with shirt Tucked in and Full shoes

Girls: Chudidhars

1.2. GENERAL DISCIPLINARY RULES

1. To maintain dignity, decency, order, calmness both in the campus and outside the campus.
2. To put Thumb Impression in Biometric machine immediately after entering and before leaving the campus.
3. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So the student should update his/her mobile no. and their parent/guardian mobile number if changed.
4. To obey the instructions of the teacher in the class rooms.
5. To maintain perfect order and strict silence inside the lecture hall / drawing hall / laboratories.
6. To be attentive in the class and to bring calculators, charts and data hand books every day.
7. To note that carrying of the cell Phones are strictly prohibited in the campus
8. To wear identity card inside the campus
9. To inculcate the habit of looking into Notice boards of the college / department every day.
10. To attend all counseling sessions convened by their mentors and should feel free to explain their academic/ personal/ career difficulties and seek their solutions.
11. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
12. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month.
13. To furnish, in their own interest, the change in the address of Father/Guardian, if any, to the Office / Department as soon as they return from summer vacation.

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14. To maintain silence in the Library

15. To submit to the disciplinary jurisdiction of the authorities and obey the rules and regulations made by the institution from time to time.
16. Not to form any formal and informal groups on the basis of caste, community and religion.
17. Not to be in the Canteen or at any public place during working hours of the college.
18. To note that teasing women and committing nuisance on the campus, on college grounds and at programmes are strictly prohibited.
19. To note that any violence on the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.
20. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
21. To note that defacing of the campus buildings and walls by sticking bills posters etc. or by writing is prohibited.
22. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall and impersonation are punishable offences.
23. Class Representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.

1.3. RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY

1. Students should wear prescribed dress & full shoes.
2. Students should maintain observation book (with graph papers), record (as suggested by the staff member) for each lab.
3. Students should bring their own calculators, pencil, eraser, etc for practical classes.
4. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and get verified by the staff member well before the next practical class.
5. Students should complete the record work of the experiment and submit it in the next class with out fail only after the staff member verifies the calculations. Students will not be permitted to the laboratory without record.
6. Student should maintain absolute silence in the laboratory.
7. Violation of the above rules may attract disciplinary action.

1.4. RULES & REGULATIONS FOR STUDENTS AT THE COMPUTER CENTER

1. Students have to ensure that when they enter the Computer lab they should be neatly dressed in tune with the prescribed dress code.
 2. Each student will be allotted with a system identified by a number label pasted on the monitor/system and the student is not supposed to work on any other system other than allotted to him / her.
 3. Students should maintain observation book and record for each lab.
 4. Student should complete the record work containing flowchart/ algorithms, tested program code and sample results and submit it in the next class without fail. Student will not be permitted to the laboratory without record.
 5. It is the responsibility of the student for any loss of equipment likes mouse, keyboard etc., or physical damage to that system.
 6. The damages like deleting software, deleting icons on the desktop, changing the wall paper, will be considered seriously and the student is liable for severe punishment.
 7. If there is a physical damage, the department looks after the issue and the student will be penalized accordingly.
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8. No student is allowed to access other software available on the hard disk of the system and they are supposed to do their specific work only.
9. Every student is responsible for cleanliness in the lab, they should keep the chairs and systems in a specified order, and they should also switch off the monitors, while leaving the lab.
10. No student is allowed to bring any material (floppies, text books etc.,) other than observation book into the lab.
11. Student should maintain silence in the lab.

1.5. RULES & REGULATIONS REGARDING MIDTERM / END EXAMINATIONS

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for midterm exam and Hall ticket & Identity Card for end examinations.
3. **There is no grace period for entering into the exam hall after the commencement of exam both for end examinations and the midterm examinations.**
4. Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered number in the space provided on the main answer sheet only and nowhere else
5. Students are strictly prohibited from writing their registered number on the drawing sheet, failing which their answer sheet shall not be valued.
6. Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and also a malpractice case will be booked.
7. Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.
8. Students should not move in the corridors of the examination halls before the commencement and after completion of exam.
9. Students are required to go through the instructions on the Main Answer Book.
10. However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam.


Principal
Bharat Institute of Engg. and Tech
Mangalpally(V), Ibrahimpatnam(M)
Ranga Reddy (Dist)-Telangana-501510

**CODE OF CONDUCT FOR
FACULTY AND STAFF**



BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Ibrahimpattanam - 501 510, Hyderabad

SERVICE RULES AND CODE OF CONDUCT FOR FACULTY AND STAFF

1. PREAMBLE

- 1.1. The following rules shall regulate the service conditions of all Teaching and Non-teaching staff of Bharat Institute of Engineering and Technology, either regular or probationary / adhoc appointed in the vacancy of an approved post.
- 1.2. The Rules shall come into force with effect from 01-06-2001
- 1.3. The Managing Body of Bharat Institute of Engineering and Technology is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
- 1.4. The Managing Body of Bharat Institute of Engineering and Technology may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such persons(s).
- 1.5. The Managing Body of the college may add, amend, alter or change these Service Conditions as and when it deems it necessary.

2. DEFINITIONS

- 2.1. College / Institution means Bharat Institute of Engineering and Technology, Mangalpally (V), Ibrahimpattanam (M), Ranga Reddy (Dt.).
 - 2.2. Managing Body means the Governing Body of the College.
 - 2.3. University means the Jawaharlal Nehru Technological University, Hyderabad or any other university to which the college / course is affiliated.
 - 2.4. Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
 - 2.5. Year means a calendar year, unless qualified otherwise.
 - 2.6. Month means a Calendar Month.
 - 2.7. Pay means Basic Pay with full allowances excluding House Rent Allowance. Half-pay means Half of Basic pay with full allowances.
 - 2.8. Duty: A person is said to be "on duty"
 - a) When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
 - b) When he is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body having been on duty immediately before and immediately after such absence or
 - c) When he is absent during vacation, or
 - d) When he is attending Conferences of learned societies on deputation by the College, or
 - e) While he is on joining time.
 - f) When he is absent from headquarters or from his routine work attending to other University work not connected with his usual notation to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
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- g) When he is absent from head quarters on routine work in connection with College duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
- 2.9. Employee means a person borne on the Teaching or Non-Teaching Staff of Bharat Institute of Engineering and Technology, Mangalpally (V), Ibrahimpatnam (M), Ranga Reddy (Dt.) and wherever the word "he" is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.

3. GENERAL CONDITIONS OF SERVICE

- 3.1. Appointments: The Managing Body of the College shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/Principal described under rules 3.4 and 3.5. The order of appointment shall specifically state whether the member of staff has been appointed on Probation or in a Temporary capacity.
 - 3.2. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the colleges.
 - 3.3. All teaching staff appointed in the cadre of lecturer and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/University/AICTE.
 - 3.4. Appointments to all other teaching and non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
 - 3.5. All administrative appointments such as Heads of the Departments will be through nomination by the Managing Body/Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
 - 3.6. a) The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body from time to time and shall generally be as per the AICTE guidelines.
 - b) The services of Non-Teaching Staff shall be regularized by the Managing Body based on the recommendation of the Principal
 - 3.7. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.
 - 3.8. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
 - 3.9. The Chairman of the Managing Body upon the recommendation of the Managing Body in the case of Teaching Staff and Non-Teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month's notice or one month's salary in lieu of such a notice.
 - 3.10. The Chairman, upon the recommendation of the Principal may extend the period of probation of an employee by a maximum period of one year each time without assigning any reason.
 - 3.11. Upon the recommendation of the Principal, the Chairman will issue an order / authorizing the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the
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probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.

- 3.12. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
- 3.13. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his conduct has not been good or if his work performance has not been satisfactory. The increment is withheld may appeal to the Chairman of the Managing Body for redressal.
- 3.14. The services of all employees on probation and all temporary appointments are terminable with one month's notice or one month's salary in lieu of such a notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
- 3.15. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
- 3.16. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the Bharat Institute of Engineering and Technology without the prior permission of the Principal under intimation to the Chairman.
- 3.17. No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applicants in a year.

4. RESIGNATION, TERMINATION & RELIEF

- 4.1. The services of teaching staff who have satisfactorily completed their period of probation or on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
 - 4.2. The services of teaching staff or non-teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
 - 4.3. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the College. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.)
 - 4.4. Teaching staff or non-teaching staff who are on temporary / adhoc basis can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work which ever is later.
 - 4.5. In the case of teaching staff who have completed probation and are seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
 - 4.6. In the case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to
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- higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
- 4.7. In the case of teaching staff who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year / semester only. In addition, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc.) will be forwarded.
 - 4.8. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year / semester only.
 - 4.9. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year / semester only.
 - 4.10. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he / she can do so by paying for the remaining part of the notice period.
 - 4.11. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
 - 4.12. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of granted to the employee.

5. DISCIPLINARY ACTION

- 5.1. All employees are liable for disciplinary action for disobedience or misconduct or dereliction / negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

As part of the disciplinary action, the following penalties / punishments for valid and sufficient reasons may be imposed upon the employees.

- 5.1.1. Censure
 - 5.1.2. Fine
 - 5.1.3. Withholding of Increment.
 - 5.1.4. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders;
 - 5.1.5. Suspension;
 - 5.1.6. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale;
 - 5.1.7. Removal from the college service;
 - 5.1.8. Dismissal from the college service;.
 - 5.1.1 The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
 - 5.1.2 The penalty under 5.1 may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.
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- 5.1.3 The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.
- 5.2 Following are the valid reasons for which the penalties / punishment may be imposed on an employee:
- ❖ Irregularity in observing the college timings.
 - ❖ Irregularity and/or irresponsibility in attending to duties in the college.
 - ❖ Unauthorized absence from work.
 - ❖ Insubordination including failure to follow the specific instructions of the superior.
 - ❖ Instigation of staff/students against the administration and / or management.
 - ❖ Participation in the strike, meetings or rallies directed against the administration and / or management.
 - ❖ Misappropriation of college funds.
 - ❖ Conviction in the Court of Law.
 - ❖ If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the Managing Body.
 - ❖ Participation of the employee in any act or movement calculated to bring the college into disrepute.
 - ❖ If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.
- 5.3 The competent authority, which may impose any of the penalties / punishments prescribed in 5.1, shall be the Chairman (on the commendations of the Principal) and Appellate authority shall be the Managing Body.
- 5.4 In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
- 5.5 Procedure: Before any of the penalties specified under 5.1 (vi) to (viii) above are imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.
- 5.5.1 Enquiry relating to any disciplinary action may be made by a committee of three members appointed by the Chairman and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on the Committee
- 5.5.2 No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his
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defence and to state whether he desires an oral enquiry to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record or evidence and a statement of the finding and the grounds thereof.

- 5.5.3 The requirement of rule 5.5.2 shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him.
 - 5.5.4 All or any of the provisions of rule 5.5.2 may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without any injustice to the person charges.
 - 5.5.5 Where the authority holding the enquiry is not competent to award a penalty, his or its duty ends with the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.
 - 5.5.6 Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary in the interests of the college.
 - 5.6 During the period of suspension, pending enquiry he may be paid half pay with full allowances during the first six months and not exceeding three-fourths of the pay with full allowances after six months towards subsistence allowance.
 - 5.7 Every employee of the college shall be entitled to one appeal as hereinafter provided, against an order passed by an authority imposing upon him any of the penalties specified in rule 5.1.
 - 5.8 In the case of an appeal under rule 5.7. the appellate authority shall consider.
 - a) 'whether the facts on which the order was based have been established'.
 - b) 'whether the facts established afford sufficient ground for taking action and'
 - c) 'whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper.
 - 5.9 Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule 5.3.
 - 5.10 Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and submitted through the Head of the Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.
 - 5.11 An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,
 - i. it is an appeal in a case in which under these rules no appeal lies, or
 - ii. it does not compare with the provisions of rule 5.10.
 - iii. it is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or
 - iv. it is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or
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- v. it is addressed to an authority to which no appeal lies under the provision of rule 5.3.
- 5.12 The authority by whom an order imposing a penalty specified in 5.1 may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule 5.3.
- 5.13 The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.
- 5.14 Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.
- 5.15 An appellate authority may consider for any appeal admissible under these rules which has been withheld by a subordinate and he may pass such orders thereon as he consider fit.
- 5.16 Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule 5.8 shall apply as if the appeal is against an order appealable under these rules.

6. CODE OF CONDUCT

- 6.1. Every employee shall be governed by this code and is liable for consequences in the event of any breach of rules by him/her.
 - 6.2. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
 - 6.3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
 - 6.4. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
 - 6.5. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
 - 6.6. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
 - 6.7. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
 - 6.8. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
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- 6.9. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- 6.10. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- 6.11. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.
- 6.12. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee.
- 6.13. No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.
- 6.14. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
- 6.15. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- 6.16. The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.
- 6.17. The staff members shall not interfere in any matter not connected to their job requirement.
- 6.18. The details of students feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

Every employee shall be governed by these rules and liable for consequences in the event of any breach of the rules by him/her.


Principal
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Mangalpally(V), Ibrahimpatnam(M)
Ranga Reddy (Dist)-Telangana-501510

CODE OF CONDUCT FOR GOVERNING BODY



BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, Affiliated to JNTUH
Mangalpally (V), Ibrahimpatnam (M), R. R. Dist., Telangana – 501510.

A Code of Conduct for Governing body

- **Integrity and Honesty:** Governing body members should act with honesty and integrity in all their dealings, both internally and externally.
- **Objectivity and Impartiality:** Decisions should be made objectively, free from personal bias or influence, prioritizing the best interests of the organization.
- **Confidentiality:** Members must maintain the confidentiality of sensitive information obtained during their tenure, respecting the privacy of stakeholders.
- **Professionalism:** Conduct themselves in a professional manner, demonstrating respect for others and upholding the organization's reputation.
- **Competence and Diligence:** Members should possess the necessary skills and knowledge to fulfill their duties effectively and diligently.
- **Transparency and Accountability:** Decisions and actions should be transparent and accountable, with clear documentation and communication to stakeholders.
- **Respect and Collaboration:** Members should treat each other and other stakeholders with respect, fostering a collaborative and productive environment.
- **Compliance with Laws and Regulations:** Members must ensure that the organization complies with all applicable laws, regulations, and ethical standards.
- **Reporting and Disclosure:** Members should report any suspected violations of the code of conduct or any other wrongdoing to the appropriate authorities.



VattikamBabu

Principal
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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF



Code of Conduct for Administrative Staff

1. The administrative staff must maintain high standards of honesty, punctuality and professional ethics
2. They should work within the institutional policies, practices, to satisfy the vision and mission of the institute
3. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
4. The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.
5. The administrative staff should maintain the decorum, dignity and curtsy in their speech and behavior. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non-verbal communication.
6. Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
7. The administrative staff should maintain harmonious relations with other staff and students
8. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
9. The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
10. The administrative staff should properly maintain records of respective portfolio.
11. The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
12. The administrative staff should respect and maintain the hierarchy in the administration. They should be sensitive in following the norms of protocol in the institute.
13. All the administrative staff maintain integrity and fairness in all activities. they should exercise self-discipline, restrain at all times and deal positively with staff, students and public.
14. The administrative staff should strictly avoid divulge official secrets, mutilate, expunge, conceal, alter or forge official documents of receipts. They must not intercept or misappropriate college resources.
15. They should avoid spending time on social networking site during the working hours & should not waste office time for personal reasons.
16. They should remain away from party politics
17. They should assign proper time limit for completing usual requirements of the students. They should also display the tentative time required and the due procedures of receiving varied documents.
18. They should avoid procrastination of the daily office work. They should adopt the zero pending files policy. They should keep pro-active and speculative working strategies.
19. The office staff should not indulge in any form of addiction during the office hours
20. They should not remain absent from duty without official approval or approved leave.



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