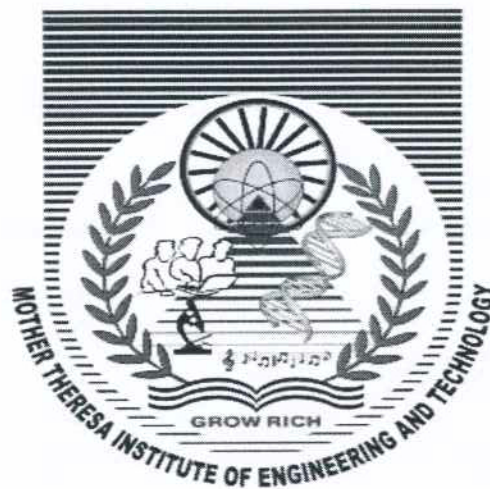


MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi :: Affiliated to JNTUA, Anantapuramu
Accredited by NAAC, Bengaluru :: An ISO 9001 – 2015 Certified Institution

Melumoi Post, Palamaner, Chittoor (Dist.). AP, India-517408



POLICY DOCUMENT

CODE OF ETHIS

FOREWORD

This document, titled 'Code of Ethics for Students, Faculty, and Administration,' was created to give all stakeholders of Mother Theresa Institute of Engineering and Technology, Palamaner, a broad overview of the institutional policies and guidelines that must be followed in order to conduct academic and co-curricular activities smoothly and meaningfully, as well as to fulfil social responsibilities at designated levels.

Given the gravity of the obligation entailed by the educational system, all stakeholders, including the governing body, staff, and students, must adopt and adhere to the highest ethical standards in the teaching/learning process.

This 'Corrective measures' mechanism in place assists the administration in identifying any type of code of conduct violation and taking the required corrective action as soon as possible.

CODE OF ETHICS FOR STUDENTS

1. Show respect, dignity, impartiality, kindness, and sensitivity to institute teachers, administrators, officers, staff, guests and visitors, and other students.
2. Academic honesty and timeliness are required for solo and/or peer group completion of given activities.
3. Attendance at college is required, and each student is responsible for keeping themselves informed of the academic duties that must be completed on time.
4. Academic misconduct such as exam cheating, plagiarism, or unauthorised display of collaborative work will result in disciplinary action.
5. Avoid engaging in any activity or behaving in a way that unfairly benefits or disadvantages another student academically.
6. It is forbidden to steal, misappropriate, destroy, deface, or damage college property or the personal property of others.

7. Avoid participating in or enabling any type of discrimination, harassment, or bullying of employees or students.

8. It is forbidden to make negative comments about institute employees on social media or engage in any other related activity that could jeopardise the Institute's reputation.

9. It is illegal to possess, consume, or distribute alcoholic beverages, as well as any type of narcotics or hallucinogenic drugs.

10. All students who are accepted into B. Tech (w.e.f. AY 2019-20) should adhere to the approved dress code throughout their four years of study, with the exception of exempted days / occasions.

11. Cell phones are not permitted on the campus.

12. It is not permitted to record audio or video in class rooms or the conduct of other students, instructors, or staff without prior permission.

Regulation of the Violation of the codes:

If a student is accused of violating the code of conduct, the grievance and redress committee is notified and a suitable disciplinary action is recommended. The committee investigates the alleged violation and recommend the appropriate action to be taken against the student. The committee would listen to the student to determine the extent of the wrongdoing and recommend one or more of the disciplinary options listed below.

CODE OF ETHICS FOR FACULTY AND ADMINISTRATION

1. Set a good example for the students by maintaining decorum both inside and outside the classroom.

2. Act with integrity and follow the law. Plagiarism of any kind is forbidden. Maintain a professional work environment and follow the policies of the institution.

3. Welcoming and supporting people from all walks of life. Members of any race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigrant status, sex, age, size, family status, political belief, religion, and mental and physical ability are included, but not limited to.
4. Always act in a professional manner. Be considerate of others. Don't make others feel bad by insulting or dismissing them. Treat others the way you want to be treated by others. Harassment and exclusionary behaviour would not be tolerated.
5. It is critical to avoid relationships and activities that interfere with, or appear to interfere with, one's ability to make objective and fair decisions, so avoid conflicts of interest.
6. Maintain the physical, intellectual, and electronic or digital assets of the institution properly.
7. Attendance must be consistent and on time. This entails arriving at the institution on time and ready to work each day. Others and the institute are harmed by absenteeism and tardiness.
8. According to the institute norms, staff members must properly follow the procedure for changing their classes and show the HoD the approval of the substitute teacher before going on leave; otherwise, the leave would be considered illegal and required action will be taken.
9. The Institute has a strong policy in place to prevent and ban sexual harassment in the workplace. Sexual harassment or misbehaviour is a case-sensitive act that encompasses, but is not limited to, sexual assault, inappropriate contact, and persistent unwelcoming comments. E-mails or photos which are sexually demeaning or derogatory are prohibited.
10. It is illegal to work while under the influence of illegal drugs, alcohol, or other substances of abuse. It is also illegal to work while under the influence of prescription drugs that impair performance.
11. Using a personal mobile phone during work hours is discouraged, unless in rare circumstances such as an emergency.

12. Faculty members should dress and act professionally. They should dress in a way that conveys a professional image to the public while still being considerate of others. Overall appearance should be nice, clean, and modest, and should reflect the employee's vocation. On campus, faculty should sport their ID cards.



For Mother Theresa Institutions

M. T. S. S.
Chairman