

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 ETHICS

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. e. Sal
Chairman



MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY



Melumoi (Post), Palamaner-517408.

(Approved by AICTE, New Delhi and Affiliated to JNTUA, Anantapuramu-515002)

(Email: mtieat@gmail.com Website: www.mtieat.com)

CODE OF CONDUCT FOR STUDENTS

1. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
2. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
3. Ragging is banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
4. The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
5. Students shall compulsorily wear the prescribed institute uniform on all working days except Wednesdays. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents should ensure that the uniform and hairstyle of their wards are in tune with modesty and dignity.
6. Strict silence must be observed in the reading room and Library.
7. Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
8. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.

9. Students must not wander in the Institute premises while the classes are going on.
10. Talking and other disruptive behaviours are not permitted while classes are in session.
11. Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
12. Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
13. Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
14. When the students meet a member of the staff within the campus or outside, they will greet him/ her as a mark of respect.
15. Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.
16. Students shall do nothing either inside or outside the Institute that will in any way tarnish the good image of the Institute.
17. be polite and respectful towards others, instructor and other students.
18. If the teacher is absent, the class leader should inform the Head of the Department alternative arrangements.
19. No Society or Association shall be formed in the Institute and no person will be invited to address a meeting without the HOD's or Director's prior permission.
20. No student shall collect any money or contribution for picnic, trip, and educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Director.
21. No student will be allowed to take active part in current politics.
22. Prior permission from the Director is essential to take part in inter – collegiate competitions.
23. No student shall communicate any information or write about matters dealing with the Institute administration to the Press.

24. Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.

25. Students should not leave their books, valuables and other belongings in the classroom.

26. The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.

27. Students applying for certificates, testimonials, etc. which require the Director's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Director for his/her signature,

28. Insubordination and unbecoming language or misconduct on the part of a student is sufficient reasons for his/her suspension or dismissal.

29. Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the Institute and University Examinations.

30. All Institute activities are organized under the guidance and supervision of the Director and Professor In-Charge.

31. Students must not associate themselves with any activity not authorized by the Institute Director. Serious action will be taken of students found organizing or participating in such unauthorized activities.

32. Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.

33. Every student has to participate in at least two of the co-curricular activities offered in the institute.

34. It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.

35. Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.
36. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
37. Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
38. No type of vehicles shall be used during celebrations inside the institute campus.
39. Students joining the Institute are bound by the rules and regulations of the Institute.
40. The Director is the ultimate disciplinary authority in the institute.

CODE OF CONDUCT FOR FACULTY & OTHER STAFF

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.

5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks Redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. A teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is 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 Body and the decision of the Governing Body thereon is final.
14. No teacher shall engage in strike or incitement thereto 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 will attract deterrent punishment.
15. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
16. Internal assessment is part of the evaluation. Please check the marks before being displayed on the notice board.

18. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
19. be on time for your lectures and practical's. Be punctual.
20. Respect the organization goals and help to achieve them.
21. Staff members shall follow the directions and instructions properly given Director and HODs.
22. Establish a politeness policy for basic manners.
23. Teach students the importance of thinking of others; encourage them to write thank-you notes.
24. Respect your fellow workers.
25. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
26. Learn to own your mistakes
27. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is not advisable.
28. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
29. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.

CODE OF CONDUCT FOR ADMINSTRATORS

- 1) As members of MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY College community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
- 2) Purpose In that spirit, this Code (the "Code") is a shared statement of the College's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
- 3) Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of

power. In an equitable community all members can access opportunities that allow for their full participation in that community.

4) The Institute will not tolerate harassment (and personal harassment), discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to align their behavior with the institute's Code of Conduct.

5) Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favourably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.

6) Prevention and Resolution of Campus Ragging/Bullying The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college.

7) Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.

8) Academic freedom is recognized and protected by college as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.

9) All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.

10) Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.

11) Personal and Professional Responsibility

12) The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.

13) MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.

14) Recruit with a commitment to diversity and inclusion.

15) Communicate opinions to others in a fair and constructive manner.

16) MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.

17) All college accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.


PRINCIPAL
PRINCIPAL
**Mother Theresa Institute of
Engineering & Technology
PALAMANER - 517 408.**